



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

OFFICE OF THE DEPUTY SUPERINTENDENT FOR SCHOOL EFFECTIVENESS February 22, 2019

POSITION TITLE: Administrative Officer II – Educator Certification Officer

POSITION NUMBER: 039390 (JobAps #19-006304-0002)

SALARY: State Salary Grade 14
Annual Salary Range: \$39,658 - \$57,231

LOCATION: Nancy S. Grasmick Education Building
200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position responsible for supporting the Division of Educator Certification and Program Approval by providing administrative oversight for the denial, suspension, and revocation of educator certificates.

DUTIES AND RESPONSIBILITIES: Provides oversight for certification suspension and revocation activities including data entry, monthly checks/downloads from the National Association of State Directors of Teacher Education and Certification (NASDTEC) clearinghouse and Sex Registry database; prepares documents for upload into Educator Information System (EIS); assures that all legal and procedural timelines are satisfied; analyzes suspension and revocation requests and determines appropriate process; recommends methods to improve operational programs or procedures; responds to inquiries regarding laws and regulations that pertain to educator certification.

MINIMUM QUALIFICATIONS: **EDUCATION:** Possession of a Bachelor's degree from an accredited four-year college or university with course work in Human Resources, Business, Public Administration, Education, Business Administration, Law or a related area.

EXPERIENCE: Two (2) years' experience in administrative or professional work that includes credential management. Professional or para-professional experience in education administration, business, human resources, law, licensure regulation, or related area.

Notes:

1. Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience to one year of education, for up to four years of the required education.

ESSENTIAL REQUIREMENTS: Knowledge of the practices associated with credentialing and licensure; knowledge of a variety of computer software systems; skill in organizing and completing multiple tasks with close attention to detail; skill in interpreting and summarizing information; skill in applying various methodologies and deciding among several solutions; skill in communicating clearly and effectively; ability to collaborate with a variety staff to determine and apply criteria for credentialed professionals; ability to exercise sound judgment in resolving credential inquires; ability to establish and maintain effective harmonious working relationships.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](https://www.msdejobs.org) (or complete an MSDE Application on [marylandpublicschools.org](https://www.marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS#. And indicate the application is for: **Administrative Officer II – Educator Certification Officer, Position# 039390 (JobAps #19-006304-0002)**; Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950; This fax number is for Department of Education recruitment actions only.

For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at www.marylandpublicschools.org.

Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *occasional travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment. Per the Maryland State Education Article this position is designated as a professional assistant position and special appointment.

CLOSING DATE:

For immediate consideration please submit your application by **March 8, 2019** - Open until filled.