



# POSITION ANNOUNCEMENT

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State Superintendent of Schools

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

**DIVISION OF EDUCATOR EFFECTIVENESS**  
**NONPUBLIC SCHOOLS APPROVAL BRANCH**

May 3, 2019

**POSITION TITLE:** Education Program Specialist II,  
Nonpublic School Approval Specialist

**POSITION NUMBER:** 020209 (JobAps # 19-005056-0011)

**SALARY:** Grade 22 Standard Salary Schedule  
Annual Salary Range: \$66,231 - \$96,704

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

**NATURE OF WORK:** This is a professional position serving as lead technical specialist responsible for providing leadership, technical and legal expertise in all aspects of the approval of nonpublic educational programs, including those for students with disabilities who are unable to be educated in public schools.

**DUTIES AND RESPONSIBILITIES:** Provides technical assistance & coordination for the initial & ongoing approval & complaint resolution responsibilities related to the approval of non- public general education & special education programs approved under COMAR in accordance with Nonpublic School Approval Branch (NSAB) policies & procedures; provides diverse & extensive guidance to a number of internal / external callers, including those interested in starting nonpublic schools, those that currently operate nonpublic schools, school system employees, parents, legislators, attorneys, the business community, the military & the public at large with complex legal information.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Education, Special Education or a related field.

**EXPERIENCE:** Five years of professional work experience in education that must include experience in the application of regulations. Administration and/or supervisory experience in a special education setting desirable.

**ESSENTIAL REQUIREMENTS:** Knowledge of PreK-12 general and special education programs including legal requirements, theory, curriculum, teaching methods, administration, materials, and equipment; skill in the use of standard office software; ability to exercise sound judgment and discretion in the interpretation and application of standards, regulations and policies; ability to manage multiple tasks; ability to establish and maintain harmonious working relationships; ability to communicate clearly and effectively, both orally and in writing, through the presentation of concise yet comprehensive analyses and reports.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](http://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 application for - **Education Program Specialist II, Nonpublic School Approval Specialist(s) # 020209 (JobAps# 19-005056-0011)**. 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.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

*Appropriate accommodations for individuals with disabilities available upon request*

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible 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.

**CLOSING DATE:**

For immediate consideration please submit your application by **May 17, 2019 – Open Until Filled.**

