



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

DIVISION OF EDUCATOR CERTIFICATION AND PROGRAM APPROVAL
CERTIFICATION BRANCH

January 18, 2019

POSITION TITLE: Education Program Specialist I, Educator Certification Specialist

POSITION NUMBER: 039736 Jobaps # 19-005055-0004

SALARY: Grade 21 Standard Salary Schedule
\$61,754 - \$90,193

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This is a professional position responsible for providing technical assistance and expertise in all aspects relating to the application and interpretation of certification regulations and determining certification eligibility for teachers, specialists, and administrators currently employed and seeking employment in public and certain nonpublic schools and State institutions, and completing the process of issuing Maryland Educator Certificates. High volume, fast paced, results-oriented position focusing on accuracy and excellent customer service.

DUTIES AND RESPONSIBILITIES: Provides technical assistance to assigned local school systems in reviewing, processing, and monitoring credentials for educator certification; determines eligibility for PreK-12 certification for teachers, supervisors, specialists, and administrators in local school systems, certain nonpublic schools, state institutions and those individuals seeking Maryland certification; assists with special assignments required by the Director and the Assistant State Superintendent for Educator Certification and Program Approval.

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

EXPERIENCE: Four years of professional teaching or administrative work in or affiliated with an education program; experience that includes the interpretation and application of policies and regulations and/or certification policies and procedures is desired.

NOTE: Two years of additional experience as defined above may be substituted for the Master's Degree.

ESSENTIAL REQUIREMENTS: Knowledge of major trends, regulations, policies, and issues affecting educator certification; skill in the use of standard office software; skill in the assessment of credentials and experience in the interpretation and application of standards, regulations, and policies; ability to communicate clearly and effectively both orally and in writing; ability to manage high volume and multiple tasks; ability to establish and maintain harmonious working relationships.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [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 I, Educator Certification Specialist, Position # 039736, Jobaps # 19-005055-0004**. 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 submit your application by **February 1, 2019 – Open Until Filled.**