



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 EFFECTIVENESS

March 1, 2019

TEACHER EDUCATION PROGRAM APPROVAL

POSITION TITLE: Education Program Specialist II,
Teacher Education Program Approval & Certification Specialist

POSITION NUMBER: 040480 Jobaps # 19-005056-0006

SALARY: Grade 22 Standard Salary Schedule
\$65,901 - \$96,222

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This is a professional position responsible for providing coordination and technical assistance to institutions of higher education and local school systems, to ensure that teacher education programs and teacher certification conform to statutory requirements of the Code of Maryland Regulations and federal regulations.

DUTIES AND RESPONSIBILITIES: Provides lead technical assistance and coordination to institutes of higher education for the design-approval of teacher education and administration certification programs and inquiry resolution; Coordinates and leads teacher education program approval and inquiry resolution for teacher preparation programs and Maryland Approved Alternative Preparation Programs (MAAPP); serves as State Professional Development School liaison to colleges, universities, local school systems, and other personnel involved in professional educator preparation; 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, state institutions and those individuals seeking Maryland certification; assists with special assignments required by the Branch Chief and the Assistant State Superintendent for Educator Effectiveness.

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: Five years of professional teaching, staff development or administrative work in or affiliated with professional teacher education programs, nonpublic schools, or local school systems (LSS); experience that includes working with institutions of higher education on program approval issues and local school system certification is desirable.

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

ESSENTIAL REQUIREMENTS: Knowledge of trends, regulations, policies, and issues affecting teacher education programs; knowledge of qualifying routes to teacher certification; skill in the use of standard office software; skill in the assessment of teacher education program components and the interpretation and application of statutory regulations, accreditation protocols, and policies; ability to communicate clearly and effectively both orally and in writing; ability to manage multiple tasks; ability to establish and maintain harmonious working relationships with MSDE/LSS staff and academic faculty and staff within institutions of higher education.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.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 II, Teacher Education Program Approval Specialist, Jobaps # 19-005056-00066**. 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 **March 15, 2019 – Open Until Filled.**