



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 January 18, 2019
JUVENILE SERVICES EDUCATION SYSTEM

POSITION TITLE: Director of Juvenile Services Education System

POSITION NUMBER: 049226 (JobAps #19-009539-0001)

SALARY: State Salary Grade IEPP Administrator
Annual Salary Range: \$98,938 - \$116,111

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position serving as the Director of the Juvenile Services Education Program responsible for providing leadership, direction, and supervision for the development and oversight of education services within the Department of Juvenile Services residential facilities.

DUTIES AND RESPONSIBILITIES: In consultation with the Education Coordinating Council for Juvenile Services Educational Programs, provides leadership for the development of effective and strategic plans for educational services to detained and committed youth in the Department of Juvenile Services residential facilities; directs the implementation and operation of education programs; oversees the use of allocated fiscal and human resources; evaluates program effectiveness and orchestrates continuous improvement initiatives; provides direct supervision to program coordinators and the field operations administrator; coordinates the activities of the Juvenile Services Education Program with the strategic plan of the Department and the plans and operations of the appropriate authorities in the Department of Juvenile Services; serves as a member of the Division's Leadership Team.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36 post baccalaureate credit hours of coursework in Education or Education Administration. Possession of or eligible for a Maryland Certificate with Administrator I and II endorsements.

EXPERIENCE: Six years of administrative/supervisory experience in a juvenile/alternative education program or in an education program providing services to an institutionalized population.

ESSENTIAL REQUIREMENTS: Knowledge of educational administration, curriculum, and staff development; knowledge of State and federal guidelines governing juvenile education or programs for institutionalized populations; knowledge of program supervision, strategic planning, and resource management; skill in directing multiple tasks and supervising staff; skill in formulating strategies and collaborative partnerships; ability to establish, manage, and use accountability systems; ability to function as a team member and lead a team to accomplish goals; ability to facilitate effective working relationships; ability to communicate effectively both orally and in writing.

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 – **Director of Juvenile Services Education System #049226 - JobAps #19-009539-0001**. 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 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 **February 01, 2019** deadline – Open until filled