



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 FOR SCHOOL EFFECTIVENESS JUVENILE SERVICES EDUCATION SYSTEM

September 26, 2018

POSITION TITLE: Special Education Program Coordinator, Juvenile Services Education

POSITION NUMBER: 083382 JobAps# 18-009542-0001

SALARY: Institutional Educator Pay Plan Administrator Schedule
Salary Range: \$89,529 - \$105,806

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This is a professional position responsible for the Statewide development, implementation, and coordination of special education services for students within MSDE's Juvenile Services Education Program.

DUTIES AND RESPONSIBILITIES: Provides leadership, support, and oversight of the provision of legally mandated Special Education services to eligible students in the juvenile services system; supervises special education teachers and psychologists and establishes and disseminates policies and procedures that assure compliance with federal and State legislation; coordinates and conducts staff development programs for teachers and administrators; oversees Individual Education Plan (IEP) process; prepares application materials for obtaining federal funds and allocates available funds for special education services; participates in curriculum planning and program improvement initiatives; completes and maintains documentation and required reports.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree in Special Education, Education, or Administration/Supervision and in possession of or eligible for certification in Special Education from the Maryland State Department of Education. Possession of a Maryland Special Education Supervisor or Administrator Certificate is preferred.

EXPERIENCE: Three years of professional administrative/supervisory and special education teaching experience; a minimum of two years within an alternative, urban, juvenile justice or similar institution or in a program serving a predominately disadvantaged population is preferred.

ESSENTIAL REQUIREMENTS: Knowledge of the principles and practices of secondary special education; knowledge of the subject areas taught in secondary education; knowledge of State and federal laws governing special education; skill in the use of assessment instruments; skill in using a variety of software; skill in coordinating, organizing and managing multiple tasks; skill in planning, facilitating, and conducting staff development and training programs; ability to effectively lead and work as a team member; ability to develop and implement comprehensive and effective policies and procedures; ability to communicate effectively, both orally and in writing.

PROCESS:

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 - **Special Education Program Coordinator, Juvenile Services Education Position Number 083382 - Jobaps# 18-009542-0001**. 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:

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must consent to State Police and Child Protective Services (CPS) Investigations/Background Checks as a routine procedure for all employees required to work in State Juvenile Services Facilities. Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required. If, once employed, it is determined that the incumbent does not qualify for at least a Conditional Certificate, the incumbent's employment will be terminated. Also, failure to obtain and maintain the appropriate Maryland Teaching Certificate will be the basis for termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **October 12, 2018** - Open until filled.