



# 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

## OFFICE OF THE DEPUTY FOR SCHOOL EFFECTIVENESS JUVENILE SERVICES EDUCATION SYSTEM

January 4, 2019

### OPEN AND CONTINUOUS RECRUITMENT

The Maryland State Department of Education is accepting applications for Substitute Teachers on a continuing basis to build an applicant pool for anticipated and current position vacancies in juvenile facilities. Applicants will remain active for one year following receipt and will be considered as openings occur.

**POSITION TITLE:** **SUBSTITUTE Academic Teachers (JobAps# 19-009525-0001)**  
(English, Reading, ESL, Math, Science, Social Studies, Office Systems Management)

**SALARY:** Salary will be paid hourly and will be determined based on an institutional salary scale following assessment of the applicant's educational credentials and experience.

**NATURE OF WORK:** These are **temporary part-time Substitute Teaching positions** responsible for providing academic instruction to juvenile students at the basic skills, Middle School, High School, or General Educational Development (GED) level with application to occupational, functional living, and employability skills.

**DUTIES AND RESPONSIBILITIES:** Plans, conducts, and assesses classroom instructional activities; coordinates basic skills testing; maintains educational records; assesses and records progress toward educational learning goals; develops and implements individualized and independent lesson plans; provides counseling and guidance.

**MINIMUM QUALIFICATIONS:** Preferred requirements include a Bachelor's Degree and a variety of experience will be considered.

**OPTIONAL REQUIREMENTS:** Knowledge of the principles and practices of education; knowledge of the subject areas taught in basic skills and/or secondary education and GED programs; knowledge of teaching methods; skill in the use of assessment instruments; ability to develop appropriate educational goals and objectives; ability to communicate effectively, both orally and in writing.

**PROCEDURE FOR APPLICATION:** Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment, the [Juvenile Services Education \(JSE\) Application Addendum](#) -AND- any academic or applicable teaching documentation indicating application for Position – *Substitute Teacher, Academic (Juvenile Education)*. The application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential requirements for the position. Completed Applications must be directed to the Staff Employment Section, Office of Human Resources, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201 or faxed to 410.333.8950.

To apply for this position online go to [MSDE Jobs on JobAps](#) or for inquiries or an MSDE Application, contact 410.767.0019, TTY/TDD 410.333.3045, or visit our [Careers in Teaching Page](#) on our website at [marylandpublicschools.org](#).

*Appropriate accommodations for individuals with disabilities are available upon request.*

**AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE**

**PROCESS:**

Applications will be screened and placed in one of these categories: Best Qualified, Better Qualified, Qualified, or Not Qualified. Applications will continue active consideration for one year from the date of receipt. Requests to continue active consideration for an additional year will be honored providing the request is made in the twelfth month of receipt of the application. If an applicant declines to be interviewed two times or refuses a position two times, the application will be removed from active consideration.

**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:**

Open and Continuous