



# 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

**DIVISION OF CAREER AND COLLEGE READINESS**

July 26, 2019

**OFFICE OF LEADERSHIP DEVELOPMENT & SCHOOL IMPROVEMENT**

**POSITION TITLE:** Education Program Specialist I, Instructional Transformation Specialist

**POSITION NUMBER:** 089361 (JobAps# 19-005055-0027)

**SALARY:** State Salary Grade 21  
Annual Salary Range: \$63,925 - \$93,364

**LOCATION:** Nancy S. Grasmick Education Building  
200 West Baltimore Street  
Baltimore, MD 21201

**NATURE OF WORK:** This is a professional position with responsibilities for vetting curriculum for standards alignment and developing and facilitating professional learning experiences. Professional learning experiences will focus on supporting the implementation of standards-aligned curriculum, instructional practices, and evidence-based strategies that support improvements in student achievement.

**DUTIES AND RESPONSIBILITIES:** The Instructional Transformation Specialist is responsible for (1) evaluating K-12 English language arts or mathematics curriculum to determine the degree of alignment to Maryland College and Career Ready Standards (2) developing reports and presentations to communicate outcomes of curriculum vetting (3) creating, coordinating, and facilitating professional learning experiences in-person and online in synchronous and asynchronous formats; (4) identifying and supporting the implementation of effective curricular and instructional practices for a variety of stakeholders; and (5) analyzing data to inform recommendations for school improvement focused on curriculum and instruction.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master's Degree or equivalent 36 post-baccalaureate credit hours of course work in curriculum, teaching, instructional leadership or education-related field from an accredited college or university.

**EXPERIENCE:** Four (4) years of experience in delivering, evaluating, or implementing the Maryland College and Career Ready Standards; three (3) years of experience providing professional learning experiences, both in-person and virtually, to adult learners. Experience in vetting curriculum or developing professional learning experiences focused on curriculum and instruction, data and assessment literacy, and school improvement preferred.

**ESSENTIAL REQUIREMENTS:** Knowledge of laws, regulations, policies, and issues impacting curriculum, instruction, and school improvement. Knowledge of the Maryland College and Career Ready Standards; effective formative assessment strategies; the *Maryland Every Student Succeeds Act (ESSA) Consolidated Plan*; ESSA evidence levels; the Four Domains of Rapid School Improvement; Improvement Science process; effective practices for engaging adult learners; skill in identifying data-informed school-level and system-level needs and delivering appropriate programmatic solutions, technical assistance, training, and guidance on issues related to school improvement; skill in organizing and managing multiple projects, timelines, and deadlines; ability to establish and maintain effective working relationships and communicate effectively with a variety of stakeholders; and ability to exercise initiative and sound judgment in making decisions.

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***AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE***

**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, Instructional Transformation Specialist #089361 (JobAps# 19-005055-0027)** 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 [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 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 please submit your application by **August 9, 2019** – Open Until Filled.