



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 LEADERSHIP DEVELOPMENT & SCHOOL IMPROVEMENT

March 29, 2019

POSITION TITLE: Education Program Specialist II, Coordinator of Systemic Improvement

POSITION NUMBER: 089360 (JobAps# 19-005056-0008)

SALARY: State Salary Grade 22
Annual Salary Range: \$66,231 - \$96,704

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

NATURE OF WORK: This is a professional position with the primary responsibility of supporting school systems and school leaders in improving student achievement. The Coordinator of Systematic Improvement reports to the Executive Director of the Office of Leadership Development and School Improvement. The Coordinator implements school improvement initiatives described in the Maryland Every Student Succeeds Act (ESSA) Consolidated Plan and the State System of Support for Continuous Improvement.

DUTIES AND RESPONSIBILITIES: The Coordinator of Systemic Improvement provides leadership, guidance, and support to local school system leaders, school leadership teams, and other stakeholders in the identification and implementation of effective practices and evidence-based interventions to improve student achievement; leads professional learning experiences; provides technical assistance; facilitates the identification and implementation of resources and practices that align with the State's framework for school improvement - the Four Domains of Rapid School Improvement - which include turnaround leadership, talent development, culture shift, and instructional transformation; supports the implementation of a cycle of continuous improvement to elevate the professional practice of teachers and school leaders aimed at improving educational outcomes for students.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36 post-baccalaureate credit hours of course work in Education Administration/Supervision or education-related field from an accredited college or university.

EXPERIENCE: Five (5) years of professional administrative experience providing instructional leadership, supervising school-based professionals, and/or leading school improvement initiatives is required.

NOTE: Possession of a doctorate in a field related to this position may be substituted for one year of the required experience.

ESSENTIAL REQUIREMENTS: Knowledge of laws, regulations, policies, and issues impacting low-performing schools; knowledge of the Four Domains of Rapid School Improvement: A Systems Framework; knowledge of Professional Standards for Education Leaders and Model Principal Supervisor Professional Standards; knowledge of Maryland Every Student Succeeds Act Plan; knowledge of Education Reform Act of 2010 and Code of Maryland Regulation 13A.07.09; knowledge of research, and effective practices in school turnaround and/or academic reform; skill in identifying school-level and system-level needs and delivering appropriate programmatic solutions, technical assistance, training, and guidance on issues related to effective leaders and 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.

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 II, Continuous Improvement Specialist #089360 (JobAps# 18-005056-0008)** 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 www.marylandpublicschools.org/about/Pages/OHR/Employment.aspx.

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 **April 12, 2019** – Open Until Filled.