



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 COMPLIANCE AND MONITORING

October 19, 2018

- POSITION TITLE:** Education Program Specialist II –
Program Compliance and Monitoring Specialist
- POSITION NUMBER:** 067168 (JobAps# 18-005056-0015)
- SALARY:** State Salary Grade 22
Annual Salary Range: \$64,608 - \$94,335
- LOCATION:** Nancy S. Grasmick Education Building
200 West Baltimore Street
Baltimore, MD 21201
- NATURE OF WORK:** This is a professional position serving as the program specialist for the Office of Compliance and Monitoring responsible for the coordinating, developing, and implementing Office initiatives related to academic validations; providing administrative and policy support to the Director of the Office of Compliance and Monitoring in matters related to process, procedures and remedies of academic validation.
- DUTIES AND RESPONSIBILITIES:** The Program Compliance & Monitoring Specialist executes compliance and monitoring activities in the local school systems; evaluates and recommends response to administrative and public inquiries; conducts administrative reviews and investigations into public inquires, academic and program validation non-fulfillments; gathers, analyzes and presents data related to academic program validation; monitors academic program validation items; provides special project management and support; collaborates with other Offices and Divisions as appropriate; interfaces with all levels of staff in local school systems; leads all academic & program evaluation activities; verifies accuracy of 21 APR submitted data; provides detailed reports related to academic validation findings; & responds to all workflow correspondence for the Office.
- MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master’s Degree or equivalent 36 post-baccalaureate credit hours of course work in Education Administration, Public Administration, Business Administration, Auditing, or related field from an accredited college or university.
EXPERIENCE: Five (5) years of administrative experience conducting, coordinating and administering compliance reviews and on-site assessments in an educational environment. Considerable experience in interpreting, compiling, and analyzing internal and external educational information and policies; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- ESSENTIAL REQUIREMENTS:** Knowledge of laws, regulations, policies, and compliance issues impacting academic validation; skill in identifying school-level and system-level needs and delivering appropriate programmatic solutions, technical assistance, training, and guidance on issues related to academic validation; skill in organizing and managing multiple projects, timelines, and deadlines; ability to establish and maintain effective working relationships with various public and staff and communicate effectively; ability to exercise initiative and sound judgment in making decisions.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.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, Program Compliance and Monitoring Specialist #067168 JobAps #18-005056-0015** 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 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 **November 2, 2018** – Open Until Filled.