



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

DIVISION OF REHABILITATION SERVICES

July 6, 2018

- POSITION TITLE:** Assistant State Superintendent – Division of Rehabilitation Services
- POSITION NUMBER:** 039800 (JobAps# 18-009627-0003)
- SALARY:** Executive Salary Scale (ES-7)
Salary Range: \$99,275 - \$132,569
- LOCATION:** 2301 Argonne Drive
Baltimore, MD 21218
- NATURE OF WORK:** The Maryland State Department of Education is seeking highly qualified candidates for the position of Assistant State Superintendent for the Division of Rehabilitation Services. This is an executive level position serving as a member of the MSDE executive team responsible for providing statewide leadership, administration, oversight, coordination, and direction to programs and activities of the Division of Rehabilitation Services (DORS) and for assuring the efficiency and success of Vocational Rehabilitation Programs and Disability Determination Services.
- DUTIES AND RESPONSIBILITIES:** Provides leadership for planning, implementing and evaluating DORS' programs and services; manages and coordinates the Office of Field Services, Office for Blindness and Vision Services, Workforce and Technology Center, Disability Determination Services, Office of Business Support Services and Office of Policy and Quality; develops a vision, mission, and strategic plan to guide DORS activities; develops and implements an operational plan that incorporates goals and objectives that align with the strategic direction of DORS and with MSDE's critical mission, vision, goals, and objectives; oversees and manages fiscal operation including budgeting, reporting, audit and legislative activities; Monitors and evaluates DORS programs and conducts global and detailed analyses of the Division's operation and performance.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** Applicants should possess a Master's Degree or 36 hours of post Baccalaureate coursework in from an accredited college or university with coursework in Management, Supervision and Administration, Vocational Rehabilitation or a closely related field.
- EXPERIENCE:** Extensive experience with managing Rehabilitation Services programs that serve individuals with disabilities.
- ESSENTIAL REQUIREMENTS:** This role requires strong organizational leadership skills in order to align programmatic response to the needs of individuals with disabilities, establish and maintain fiscal responsibility, facilitate collaboration and planning, and build a cohesive team. Extensive experience with an emphasis in managing multiple programs that serve individuals with disabilities. State-Federal government oversight and /or administration of large programs particularly for rehabilitation programs is desirable.

PROCEDURE FOR APPLICATION:

To apply for this position please submit a cover letter referencing this position, **Assistant State Superintendent for the Division of Rehabilitation Services, Position Number 039800 (JobAps# 18-009627-0003)** with your salary requirements and a resume or MSDE application. Applicant materials will be evaluated based on the materials submitted in relation to the position requirements; therefore, it is important to provide complete and accurate information. Applicants may apply for this position online via [MSDE Jobs on JobAps](#) –or-application documentation may be emailed to jobs.msde@maryland.gov, -or-sent by mail to: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201; or by fax to 410-333-8950.

For additional information concerning job opportunities or to obtain an MSDE Application, please contact us at (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:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and 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 **July 20, 2018** - Open until filled.