



POSITION ANNOUNCEMENT

Promotional Recruitment Open to MSDE Employees Only

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State Superintendent of Schools

Division of Rehabilitation Services · 2301 Argonne Drive · Baltimore, MD 21218 · 410-554-9393 · 410-554-9399 TTY/TDD

DIVISION OF REHABILITATION SERVICES

November 30, 2018

FIELD SERVICES (BALTIMORE CITY REGION III)

POSITION TITLE: Program Manager II – Regional Director for Baltimore City (Region III)

POSITION NUMBER: 072074 (JobAps# 18-005477-0038)

SALARY: State Salary Grade 20
Annual Salary Range: \$56,743-\$91,107

LOCATION: 1010 Park Avenue, Suite 10
Baltimore, Maryland 21201

NATURE OF WORK: This is a professional position responsible for planning, directing, managing and maintaining accountability for the Vocational Rehabilitation Services program within the Office of Field Services in Baltimore City. This position serves as the primary agent for developing and maintaining cooperative and coordinated service delivery systems within the offices in the Baltimore, Maryland area.

DUTIES AND RESPONSIBILITIES: Plans, directs, implements and manages staff and programs within the Baltimore City area; develops and implements local initiatives designed to create a seamless delivery of vocational rehabilitation services to disabled individuals living in those counties; coordinates and manages local inter-agency agreements, especially with the Local Education Agencies, Developmental Disabilities Administration and the Mental Hygiene Administration, designed to enhance and expand vocational rehabilitation services to eligible individuals; provide expert technical assistance in the interpretation of laws and regulations involving disability issues; maintains a monitoring system to assure efficient use of financial resources; manages and supervises staff assuring application of appropriate performance evaluations, staff development and other support systems; works with the local One Stop Centers, Workforce Investment Boards, as well as, local businesses, federal agencies, and state and county governments in order to assure that persons with disabilities are able to secure appropriate employment opportunities that lead to independence and self-sufficiency.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Bachelor's Degree is required; course work in Management, Supervision, or Administration is desirable. A Master's Degree is preferred.

EXPERIENCE: Six (6) years of professional experience in rehabilitation or in the adjudication or processing of disability claims. Three (3) years of the required experience must have included direct supervision of other professional employees or specialized experience as the technical lead providing rehabilitation services for clients with disabilities or in developing disability claims and establishing eligibility for SSDI and SSI.

NOTES: A Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Educational Administration, Rehabilitation Counseling, Special Education, Counseling and Guidance, Vocational Evaluation, Psychology, or in a Social Science related field may be substituted for one year of the required experience in rehabilitation or the adjudication or processing of disability claims.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

**ESSENTIAL
REQUIREMENTS:**

Knowledge of vocational rehabilitation program administration; knowledge of state and federal regulations governing the rehabilitation or disability determination process; knowledge of the principles of effective supervision, management, organizational planning, and budgeting; ability to develop and initiate policies and procedures and to present recommendations clearly and concisely; ability to exercise good judgment and direction in the interpretation and application of division policies and procedures; ability to establish and maintain effective working relationships with various public and staff and communicate effectively; ability to exercise leadership, initiative and sound judgment in making decisions.

**PROCEDURE FOR
APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](https://www.msde.org/JobAps) -or- complete an MSDE Application on [marylandpublicschools.org](https://www.marylandpublicschools.org) and mail to jobs.msde@maryland.gov. 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 **Program Manager II – Regional Director Baltimore Maryland, Region I #040143, (JobAps # 18-005477-0038)**. 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 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 **December 14, 2018**.