



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 FOR SCHOOL EFFECTIVENESS

March 8, 2019

OFFICE OF SCHOOL AND COMMUNITY NUTRITION PROGRAMS

- POSITION TITLE:** Education Coordinator II - Nutrition Program
Professional Development and Technical Assistance Section Chief
- POSITION NUMBER:** 039461 (JobAps #19-005009-0002)
- SALARY:** State Salary Grade 20
Annual Salary Range: \$57,878 to \$84,560
- LOCATION:** 200 West Baltimore Street
Baltimore, MD 21201
- NATURE OF WORK:** This is a professional position serving as the Chief, Professional Development and Technical Assistance Section, responsible for leadership of a team to plan, direct, and manage the comprehensive strategies to provide technical assistance and improve the performance and capability of Maryland's Local Educational Agencies, and other agencies participating in Child Nutrition Programs (CNP).
- DUTIES AND RESPONSIBILITIES:** Provides leadership, supervision, and coordination of the Professional Development and Technical Assistance Section; designs and coordinates strategic plans for improved performance and capability of all agencies participating in Maryland Child Nutrition Programs; conducts statewide analysis of the professional development and technical assistance needs and develops and implements education policy, programs, and practices which have an impact on the individuals and organizations participating or administering CNP in Maryland; focuses on a variety of core program areas such as Child Nutrition Program Management, School Wellness, Nutrition Education, and Culinary Management; works collaboratively with internal MSDE Offices and external partners such as other State agencies, academic institutions, and child nutrition experts to build effective models for improved capability of CNP agencies in support of the goals and mission of MSDE's Office of School and Community Nutrition Programs; identifies funding opportunities, manages budgets, contracts, MOU's and interdisciplinary workgroups; establishes a plan to measure and evaluate implemented work including the effectiveness of capability strategies to inform program performance among CNP agencies and future work.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** A Masters Degree or equivalent 36 credit hours of post baccalaureate course work in Food Service Management, Public/Business Administration, Public Health, Nutrition, Dietetics, or a related area.
- EXPERIENCE:** Five (5) years of professional experience that includes leadership in performance strategy, project management and nutrition is preferred. Experience in public health or health education is desirable.
- NOTE:** Two years of additional experience as defined above may be substituted for the Master's Degree.
- ESSENTIAL REQUIREMENTS:** Knowledge of federal laws and regulations governing School and Community Nutrition Programs; knowledge of United State Department of Agriculture (USDA) regulations; skill in assessing capability needs of CNP agencies and developing, organizing, and implementing strategies for improved performance of their program operations; skill in developing and interpreting policies, working with community partners; solving operational problems, and determining improvements/solutions; ability to organize and manage multiple projects; ability to communicate effectively both verbally and in writing; ability to work as a team leader and member; ability to develop and manage work plans.

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 Coordinator II - Section Chief, Professional Development and Technical Assistance - #039461- (JobAps #19-005009-0002)**. 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 **March 22, 2019** - Open until filled.