



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 EARLY INTERVENTION AND SPECIAL EDUCATION SERVICES December 21, 2018
PROGRAMMATIC SUPPORT AND TECHNICAL ASSISTANCE BRANCH

POSITION TITLE: Education Program Specialist I, Early Childhood Special Education Specialist

POSITION NUMBER: 2 positions available #039329 and #085084 (JobAps #18-005055-0031)

SALARY: State Salary Grade 21
Annual Salary Range: \$61,754.00 - \$90,193.00

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This position is responsible for the provision of programmatic support & technical assistance to local Infants and Toddlers Programs (LITPs), local school systems (LSSs) preschool special education services, community & school-based public & private early childhood programs for the implementation of a statewide birth through five seamless, comprehensive system of coordinated services for children with disabilities and their families.

DUTIES AND RESPONSIBILITIES: Responsibilities include the development of resources & the provision of technical assistance & support on evidence-based early intervention (ages birth to age 4) & early childhood (ages 3 through Kindergarten) instructional practices; with an emphasis on assessment practices & protocols for differentiating intervention/instructional practices; monitoring of child progress; provision of services in natural & least restrictive environments; data analysis for local program improvement in order to narrow the school readiness performance gap for young children with disabilities; reviewing and monitoring of competitive and non-competitive federal and State-funded grants that support Maryland's birth through five system of services.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree in Early Childhood Special Education, Early Childhood Education, or Special Education.

EXPERIENCE: Four (4) years of direct teaching experience with additional experience in the design and implementation of early childhood assessment practices and protocols; experience must include coordinating services within community-based or school-based programs that include children with disabilities and their families.

ESSENTIAL REQUIREMENTS: Knowledge of IDEA, Part B Section 619 and Part C regulations and requirements; knowledge of trends, regulations, policies, and issues governing early intervention and special education programs; skill collecting, analyzing and interpreting data for program improvement; skill in maintaining effective working relationships; skill developing written programmatic resources and policy guidance; ability to manage multiple tasks; ability to establish and maintain harmonious working relationships; ability to communicate clearly and effectively both orally and in writing, through the presentation of concise yet comprehensive training, analyses and reports.

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 I,- Early Childhood Special Education Specialist #039329 and #085084 Jobaps# 18-005055-0031**. 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 **January 4, 2019** – Open Until Filled.