



# POSITION ANNOUNCEMENT

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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** November 30, 2018  
**SPECIAL EDUCATION ADMINISTRATION POLICY BRANCH**

**POSITION TITLE:** Education Program Specialist I, Special Education Data Systems Specialist

**POSITION NUMBER:** CTR #335210 (JobAps #18-005055-0026)

**SALARY:** Grade 21 Standard Salary Schedule  
\$60,543.00 - \$88,424.00

**LOCATION:** 200 West Baltimore Street  
Baltimore, Maryland 21201

**NATURE OF WORK:** This is a contractual professional position responsible for providing data analysis and technical support for federal reports, State and Division reports and presentations, and quantitative and qualitative analysis of data to be used for programmatic improvement, professional development, and measuring the results of the Division's Strategic Plan.

**DUTIES AND RESPONSIBILITIES:** Participates in the evaluation of the Part B and Part C State Systemic Improvement Plans (SSIPs); participates in the annual Part B and Part C SSIP evaluation submission to the Office of Special Education Programs; identifies research questions for investigation including those that support programmatic improvement, professional development, and measuring the results of the Division's Strategic Plan; uses SPSS and/or SAS program code to analyze data and answer research questions; analyzes and monitors trend data to be used by division staff toward program improvement and professional development; presents research findings and conclusions at both the State and national level; publishes findings on Maryland Learning Links, in peer reviewed journals, and in other publications.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Possession of a Master's Degree or equivalent 36 credit hours of post-baccalaureate course work from an accredited college or university.

**EXPERIENCE:** Four (4) years of professional experience as a research or data analyst in education or other related field, including use of SAS or SPS required.

**NOTES:**

1. Two years of additional experience as defined above may be substituted for the Master's Degree.
2. Possession of a Doctorate in a field related to the position may be substituted for one year of the experience requirements.

**ESSENTIAL REQUIREMENTS:** Knowledge of special education data collection systems; knowledge of data manipulation, appending, sorting, and transposing datasets; skill in the use of SAS and/or SPSS; skill in data management/analysis and in creating data collection systems; skill in interpreting/summarizing research findings and providing technical guidance; ability to analyze complex program issues and to recommend solutions; ability to communicate clearly and effectively; ability to manage timelines and deadlines; ability to maintain effective and collaborative working relationships.

**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,- Special Education Data Systems Specialist, CTR # 335210 Jobaps# 18-005055-0026**. 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 **December 14, 2018** – Open Until Filled.