



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 & SPECIAL EDUCATION SERVICES
RESOURCE MANAGEMENT & MONITORING BRANCH

June 7, 2019

POSITION TITLE: Education Program Specialist I - Special Education Program Grants Liaison

POSITION NUMBER: 040186 (JobAps # 19-005055-0018)

SALARY: Grade 21 Standard Salary Schedule
\$62,063.00 - \$90,644.00

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position that provides technical assistance to local school system (LSSs) and public agencies (PAs) regarding Local Applications for Federal Funds (LAFF) and Children's Cabinet Interagency Fund (CCIF), including amendments, progress reports, carryover requests, and special requests for federal discretionary funds in a timely manner. Prepare Notice of Grant Awards (NOGA) as requested.

DUTIES AND RESPONSIBILITIES: Provides technical assistance to LSSs & public agencies in analyzing their plans for passthrough and discretionary funding for the implementation of services for students with disabilities in accordance with federal & State regulations; ensures grantees plans are in alignment with positive outcomes for students with disabilities; evaluates the effectiveness of fiscal resources within programs & provides fiscal advice, recommendations, & specialized technical assistance to recipients of grant funding administered by the Division; interprets laws & regulations in order to maintain fiscal control in compliance; completes fiscal analysis & develops reports using databases to assist program staff in making strategic fiscal & programmatic decisions; respond to questions regarding grant forms & allocations. Coordinates, administers & monitors all aspects of DEI/SES passthrough & discretionary grants; prepares, develops, analyzes, reviews, the LAFF & CCIF; provides program coordination & oversight for all activities leading up to award of grants & administration during the life of the grant; prepares NOGAs; reviews & approves grant applications; analyzes grantee expenditures as part of ongoing monitoring process, anticipates & resolves year-end issues; conducts on-site sub-recipient monitoring for assigned LSSs & PAs.

MINIMUM QUALIFICATIONS: **Education:** A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Special Education, Education or Education Administration.

Experience: Four years of professional administrative or teaching experience in an education program. Two years of the required experience must be in coordinating or administering education programs serving individuals with disabilities. Must have previous experience with grant administration, implementation & execution.

ESSENTIAL REQUIREMENTS: Knowledge of trends, regulations, policies & issues governing programs for students with disabilities; knowledge of grant administration & implementation of grants, financial issues & budget analysis of educational programs; skill in maintaining effective working relationships; ability to interpret and apply laws and regulations governing special education programs; ability to manage multiple tasks; ability to communicate clearly & effectively both orally and in writing.

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 Program Grants Liaison #040186- Jobaps# 19-005055-0018** 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 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 **June 21, 2019 – Open Until Filled.**