



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 CURRICULUM, INSTRUCTIONAL IMPROVEMENT & PROFESSIONAL LEARNING

PROGRAM IMPROVEMENT AND FAMILY SUPPORT BRANCH

August 10, 2018

POSITION TITLE: Education Program Manager II -
Director of Program Improvement and Family Support

POSITION NUMBER: 040330 (JobAps #18-005059-0002)

SALARY: State Salary Grade 24
Salary Range: \$73,612 – \$107,429 (with the potential to earn up to \$118,197)

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position serving as Branch Chief responsible for providing direction, leadership & supervision for administering federal & State programs designed to promote improved academic achievement in schools that serve low-income children.

DUTIES AND RESPONSIBILITIES: Directs, manages, coordinates & oversees programs & services administered by the Program Improvement & Family Support Branch; provides leadership, direction, & supervision to Local School Systems in the design, development, implementation, & evaluation of federal & State programs for improving the teaching & learning of disadvantaged children including: Title I, Part A; Migrant Education; Parent & Family Engagement; Neglected & Delinquent; Homeless Education; Title I School Improvement Grants 1003(a) & 1003(g), Statewide parent involvement initiatives & transition activities related to the implementation of the Every Student Succeeds Act of 2015.

MINIMUM QUALIFICATIONS: **EDUCATION:** Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Education, Educational Administration/Supervision or a related field.

EXPERIENCE: Six (6) years of professional experience in coordinating or administering education programs or services, including one year of experience supervising professional education program staff.

NOTES: Possession of a Doctorate related to promoting academic achievement may be substituted for one year of the required experience.

ESSENTIAL REQUIREMENTS: Knowledge of school improvement research, evidence-based practices & comprehensive school reform; skill in implementing, monitoring, & evaluating educational programs serving low-income children; skill in supervising staff & resolving problems & inquiries from school personnel; skill in managing administrative activities including oversight & evaluation of staff. ability to interpret & apply complex laws & regulations governing State & federal programs; ability to establish & maintain harmonious working relationships; ability to communicate clearly & effectively both orally & in writing through the presentation of concise yet comprehensive training, analyses & reports.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](http://www.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 Manager II, Director, Program Improvement and Family Support Position #040330 JobAps #18-005059-0002** 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 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 **August 24, 2018** – Open Until Filled.