



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 STUDENT SUPPORT, ACADEMIC ENRICHMENT & EDUCATIONAL POLICY

YOUTH DEVELOPMENT BRANCH

February 1, 2019

POSITION TITLE: Education Program Specialist I, Extended Learning Specialist

POSITION NUMBER: 040090 (JobAps # 19-005055-0005)

SALARY: Grade 21 Standard Salary Schedule
Annual Salary Range: \$61,754 - \$90,193

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position serving as the Extended Learning Specialist responsible for providing technical assistance & administration to local recipients of Federal funds utilized for afterschool programs that are designated to improve the academic achievement of disadvantaged children.

DUTIES AND RESPONSIBILITIES: Provides leadership & technical assistance to afterschool / extended learning programs throughout the state of Maryland; administers 21st Century Community Learning Centers (21st CCLC) funded afterschool programs; monitors budgets, grant allocations, & related contracts; provides leadership & managerial direction to local recipients of 21st CCLC funded grants; attends conferences & seminars to represent Maryland's extended learning programs; serves as the specialist for the professional development of grantees & afterschool providers in Maryland's 24 jurisdictions; develops, prepares & conducts staff development for providers in the areas of curriculum, program management, evaluation strategies, programmatic best practices & program sustainability; communicates with public constituents & stakeholders on the standards for Extended Learning Opportunities programs; provides training & support to stakeholders interested in developing afterschool programs that meet state guidelines and standards.

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

Experience: Four (4) years of professional administrative or teaching experience within an educational setting.

ESSENTIAL REQUIREMENTS: Knowledge of the components & administration of afterschool programs; knowledge of 21st CCLC & associated state funded afterschool programs; knowledge of grant processes, financial management & program management; skill in implementing, monitoring & evaluating educational programs & making sound recommendations; skill in designing, implementing & evaluating professional development programs; ability to coordinate, manage & organize multiple tasks & timelines to ensure timely delivery of materials & projects; ability to exercise initiative & sound judgment in making decision; ability to communicate 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 – Extended Learning Specialist #040090 – JobAps# 19-005055-0005** 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 **February 15, 2019** – Open Until Filled.