



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

ASSISTANT STATE SUPERINTENDENT

February 15, 2019

POSITION TITLE: Education Program Specialist II, Lead Education Policy Specialist

POSITION NUMBER: 039762 (JobAps # 19-005056-0005)

SALARY: Grade 22 Standard Salary Schedule
Annual Salary Range: \$65,901 - \$96,222

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position serving as the Lead Academic Policy Specialist that will provide technical assistance to the Assistant State Superintendent, Division of Student Support, Academic Enrichment & Educational Policy in the development, implementation, & dissemination of education policy related to the State and federal education initiatives, including the provisions of the federal Elementary & Secondary Education Act (ESEA) as reauthorized by the Every Student Succeeds Act (ESSA).

DUTIES AND RESPONSIBILITIES: Provides lead technical assistance & leadership in development, implementation & dissemination of Federal Education Policy, the ESSA Consolidated State Plan (CSP) & the ESSA Action Plan, State regulations, compliance & other education policy assignments with local school systems, staff, legislators & education researchers regarding legal accountability; assists with communication planning related to ESSA, academic policy; analyzes national, regional & local reports on education, school reform, accountability & identifies, documents & reports on their potential impact on current education programs; assists with tracking legislation & preparing communications; assists with policy issues related to assessments, high school graduation, & dropout rates; supports research efforts & the preparation of accountability documents, education surveys & national research efforts for various organizations; advises on strategies for improved communication & enhanced outreach activities.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36 credit hours of post-baccalaureate course work in Education, Education Administration, Public Administration, Public Policy, Policy Administration, Communications / Journalism or a closely related field.

EXPERIENCE: Five years of experience in an administrative or educational leadership role, knowledgeable of educational policy, and demonstrated ability of communicating effectively both orally and in writing. Experience in interpreting and implementing education policies is required.

Note: Two additional years of experience directly related to the position may be substituted for the required Master's Degree.

ESSENTIAL REQUIREMENTS: Knowledge of education/academic policy & legislative issues involving education & school reform initiatives; skill in researching information, identifying key points & summarizing information in a clear & concise format; knowledge of public information concepts & communication; skill in developing written, oral & public communications using a variety of software; ability to write quickly, effectively & accurately; ability to establish harmonious & productive relationships with the media, internal / external stakeholders; ability to lead & organize multiple tasks & events; ability to work effectively as part of a team.

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 II, Lead Education Policy Specialist #039762 – JobAps# 19-005056-0005**. 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 **March 1, 2019** – Open Until Filled.