



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Division of Rehabilitation Services · 2301 Argonne Drive · Baltimore, MD 21218 · 410-554-9393 · 410-554-9399 TTY/TDD

**DIVISION OF REHABILITATION SERVICES
WORKFORCE & TECHNOLOGY CENTER**

June 22, 2009

CONTRACTUAL

POSITION TITLE: Staff Specialist I /II, Adaptive Driving Specialist (Part Time 50%)

SALARY: State Salary Grade 15 (Staff Specialist I)
Hourly Rate: \$18.50
State Salary Grade 16 (Staff Specialist II)
Hourly Rate: \$19.69
(Effective July 1, 2009)

LOCATION: 2301 Argonne Drive
Baltimore, Maryland 21218

NATURE OF WORK: This is a professional position that provides adaptive driving evaluations and training, vehicle modification assessments, and recommendations to assist individuals with disabilities to work or live independently.

DUTIES AND RESPONSIBILITIES: Perform adaptive driving and vehicle modification assessments, behind-the-wheel training, and driver education. Prepare comprehensive reports documenting consumer needs, services provided, and recommendations. Address case management issues related to caseload. Services are provided at WTC and throughout Maryland.

MINIMUM QUALIFICATIONS: **EDUCATION:** Possession of a Bachelor's Degree is required.

EXPERIENCE: A total of one year (Staff Specialist I); two years (Staff Specialist II) of professional work experience in administrative, librarian, teaching, or rehabilitation work in or affiliated with education, library or rehabilitation programs. Experience with driver training and instruction inclusive of instruction of individuals with disabilities preferred.

NOTES: Additional experience as defined, directly related to the position may be substituted for the required Bachelor's Degree at the rate of one year of experience for one year of education.

ESSENTIAL REQUIREMENTS: Knowledge of driver skill assessment and training; knowledge of adaptive vehicle equipment, and disabilities; skill providing appropriate driver training to individuals with disabilities; skill in assessing driver skill and determining and recommending appropriate adaptations; ability to work with a variety with differing requirements; ability to communicate effectively and provide a safe instructional environment. **Employees in this classification will be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland. A photocopy of the current driver's license must be attached to the application.**

PROCEDURE FOR APPLICATION:

Applicants must complete the Maryland State Department of Education Application for Employment indicating application for Contractual Staff Specialist I/II. The Application and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. To obtain a Position Announcement and a State Application, please call the Job Line (410)554-9396. TDD (410)554-9399, or visit our website at marylandpublicschools.org or www.dors.state.md.us. Completed applications and inquiries must be directed to Denise Metzger, Division of Rehabilitation Services, 2301 Argonne Drive, Baltimore, Maryland 21218. All applications will be acknowledged and must be received by the closing date. *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 travel throughout the state are required. Any misrepresentation of academic or experience requirements for this position may result in nonselection or termination of employment.

CLOSING DATE:

Open Until Filled