



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, Deaf and Hard of Hearing
Workforce Services

SALARY: State Salary Grade 15
Hourly Rate: \$18.50
(Effective: July 1, 2009)

LOCATION: 2301 Argonne Drive
Baltimore, MD 21218

NATURE OF WORK: This is a professional position responsible for providing direct, specialized technical assistance to the Workforce Services programs, and other related rehabilitation programs serving Deaf and Hard of Hearing consumers at the Workforce and Technology Center. Develop and implement specialized services in cooperation with rehabilitation staff and employers/worksites, regarding the planning, implementing, coordinating and monitoring of rehabilitation programs for individuals who are Deaf or Hard of Hearing, including facilitation of communication utilizing sign language and use of assistive technology.

DUTIES AND RESPONSIBILITIES: Provide technical assistance and guidance in cooperation with an interdisciplinary team regarding assistive technology, accommodations and other strategies for the planning/delivery of vocational training, employment and other services for Deaf and HOH individuals; assist with modification and/or development of written materials and curriculum that are language and culturally appropriate for this population; maintain liaison role with services and programs within WTC and the community; maintain resources and share knowledge of services for this population; assist Workforce Services and other WTC staff serving Deaf/HOH consumers, including assistance with classroom activities, job seeking and job placement activities and other support services. Facilitate communication/interpret for students and/or staff using sign language, Type Well/transcribing, or by utilizing other assistive technologies, accommodations or strategies; work with WTC staff assigned to arranging interpreters and serve as a liaison with staff and interpreting agencies/contracted interpreters, assisting with the planning/coordination, orientation, utilization and problem solving related to the use of interpreters throughout WTC. Coordinate periodic meetings of Workforce Services, Deaf and Hard of Hearing Services, and interdisciplinary teams; serve on Division committees or staff groups involving the planning and delivery of services to the Deaf or HOH; participate in staff development/program activities; other duties as assigned.

MINIMUM QUALIFICATIONS: EDUCATION: Bachelor's Degree is required.

EXPERIENCE: One year of administrative, librarian, teaching or rehabilitation work in education, library or rehabilitation programs.

NOTE: Additional experience as defined above 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; possession of a Master's degree may be substituted for one year of the required experience.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

**ESSENTIAL
REQUIREMENTS:**

Proficiency in American Sign Language (ASL); knowledge of rehabilitation services for the Deaf and HOH, including accommodations and strategies related to the training and employment of persons with disabilities; ability to modify and /or develop written materials and curriculum that are language/culturally appropriate for the Deaf/HOH; knowledge of community resources and support services available for this population; ability to assist consumers, staff and employers in the job seeking, job placement and follow up process. Ability to facilitate communication/interpret for students/staff using sign language, Type Well/transcribing or other assistive technologies, accommodations or strategies. Ability to establish and maintain effective working relationships/serve as liaison with contracted interpreters and agency staff; ability to work as part of interdisciplinary and staff groups regarding the planning and delivery of services to individuals who are Deaf or HOH; ability to exercise initiative, and sound judgment in making decisions.

**PROCEDURE FOR
APPLICATION:**

Applicants must complete the Maryland State Department of Education Application for Employment indicating application for Contractual, Staff Specialist III, WTC. 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 JobLine (410) 554-9396. TDD # (410) 554-9399, or visit our website at <http://marylandpublicschools>. or www.dors.state.md.us. Applications and inquiries must be directed to Denise Metzger, DORS Personnel, Division of Rehabilitation Services, 2301 Argonne Drive, Baltimore, MD 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 non-selection or termination of employment.

CLOSING DATE:

July 24, 2009