



POSITION ANNOUNCEMENT

Nancy S. Grasmick
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 CAREER TECHNOLOGY AND ADULT LEARNING JUVENILE SERVICES EDUCATION PROGRAM

June 20, 2008

- POSITION TITLE:** Teacher, Computer Business Applications
- POSITION NUMBER:** 086480
- SALARY:** \$41,176 - \$87,898 (Salary to be determined following assessment of the applicant's education and experience.)
- LOCATION:** Victor Cullen Center
Sabillasville, (Frederick Co.) Maryland
- NATURE OF WORK:** This is a professional position responsible for providing career technology instruction in computer technology and concepts to juvenile students with application to academic instruction and employability skills.
- DUTIES AND RESPONSIBILITIES:** Plans, conducts, and assesses classroom instructional activities in basic and advanced areas; maintains educational records; requisitions necessary materials; maintains shop security; maintains inventory and tool control logs; tracks achievement of desired program outcomes by coordinating and administering tests in accordance with accepted reporting procedures; develops alternative instruction for individualized and independent study; provides counseling and guidance; trains and supervises one or more teacher assistants and inmate aides as required.
- MINIMUM QUALIFICATIONS:** Graduation from a standard high school or possession of a State High School Equivalency Certificate plus five years of verifiable work experience directly related to the specific occupational trade area. Candidates will be required to complete eligibility requirements for certification in Trades and Industry by the Maryland State Department of Education. Knowledge of Internet and Computing Core Certification (IC3) and curriculum preferred.
- NOTE:** 1. An Associate of Arts Degree may be substituted for up to two of the five years of required experience.
2. A Bachelor's Degree may be substituted for up to three of the five years of required experience.
- ESSENTIAL REQUIREMENTS:** Knowledge of the principles and practices of adult education; knowledge of the subject area taught in the basic and advance trade area; knowledge of instructional planning and teaching methods; skill in the use of assessment instruments; ability to develop appropriate educational goals and objectives; ability to establish and maintain an effective learning environment; ability to communicate effectively, both orally and in writing.

PROCEDURE FOR APPLICATION:

Applicants must include their resume/vitae and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Position Number **086480 - Computer Business Applications**. The Application, resume/ vitae, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section, Office of Human Resources, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201 or faxed to 410.333.8950.

CONDITIONS OF EMPLOYMENT:

For inquiries or an MSDE Application, contact 410.767.0019, TTY/TDD 410.333.3045, or visit our website at www.marylandpublicschools.org/MSDE/aboutmsde/jobs. All applications will be accepted until the position is filled. *Appropriate accommodations for individuals with disabilities are available upon request.*

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must consent to State Police Investigation as a routine procedure for all employees required to work in State Correctional Institutions. Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the State to adult correctional facilities may be required. If, once employed, it is determined that the incumbent does not qualify for an appropriate Certificate, the incumbent's employment will be terminated. Also, failure to obtain and maintain a Maryland Teaching Certificate will be the basis for termination of employment.

CLOSING DATE:

Open and Continuous