



POSITION ANNOUNCEMENT

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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 ASSESSMENT, ACCOUNTABILITY, & INFORMATION TECHNOLOGY May 17, 2019
PLANNING AND ASSESSMENT BRANCH

POSITION TITLES: **Education Program Specialist I, Assessment - Three (3) Positions**
Secondary English/Language Arts / Secondary Mathematics /Middle School Social Studies

POSITION NUMBERS: (JobAps #19-005055-0007) - 040284 / 039420 / 092700

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

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: These are professional positions responsible for providing *assessment leadership and technical expertise in the development of the Maryland Comprehensive Assessment Program (MCAP)* which align to **English/Language Arts** or **Mathematics** or **Social Studies** Maryland standards for grades 6 through high school and will collaborate with curriculum staff to provide resources and profession development opportunities that improve educator’s understanding of the standards and assessments.

DUTIES AND RESPONSIBILITIES: Provides project management including schedule coordination, conducting training workshops, monitoring state test deliverables and assessment delivery systems; develops a variety of assessment items according to standards frameworks; develops and refines item specification documents; assists with the development of assessment guides, brochures, and sample question packets; provides leadership and technical assistance in the implementation of the assessments for the MCAP; collaborates in the development and delivery of online and face-to-face trainings to Local Accountability Coordinators, Special Placement Schools, and School Test Coordinators and other designated educational stakeholders at the local, state and national levels.

MINIMUM QUALIFICATIONS: **EDUCATION:** Master’s Degree or equivalent 36 credit hours of post baccalaureate course work from an accredited college or university. **Coursework or Certification in English/Language Arts or Mathematics or Social Studies/History** preferred.

EXPERIENCE: Four (4) years of administrative, teaching, or other professional work experience in or affiliated with an education program; experience including two years coordinating or administering an education program or services directly related to the position at the middle school or secondary level is preferred.

NOTES:

1. Two years of additional experience as defined above may be substituted for the Master’s Degree.
2. Possession of a Doctorate in a field related to the position may be substituted for one year of the experience requirements.

ESSENTIAL REQUIREMENTS: Knowledge of educational assessment programs; knowledge of online educational assessment; skill in providing technical guidance to internal and external teams; skill in managing multiple timelines and deadlines simultaneously; skills using computer technology; ability to maintain day to day knowledge of all plans, activities, and status of projects and issues; ability to analyze complex program issues and to recommend solutions; ability to maintain effective working relationships with internal and external teams; ability to communicate clearly and 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 I, Assessment Specialist, JobAps # 19-005055-0007**. 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 are 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, applications should be received by **May 31, 2019** - Open Until Filled.