



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 ASSESSMENT, ACCOUNTABILITY, AND INFORMATION TECHNOLOGY

ACCOUNTABILITY OFFICE

September 20, 2019

POSITION TITLE: Education Program Specialist I – Student Course Data Specialist

POSITION NUMBER: 040361 (JobAps #19-005055-0032)

SALARY: State Salary Grade 21
Annual Salary Range: \$63,925 - \$93,364

LOCATION: Nancy S. Grasmick Education Building
200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position responsible for data collection, data management, data analysis, data reporting and local school system support within the Accountability Office of the Division of Assessment, Accountability, and Information Technology.

DUTIES AND RESPONSIBILITIES: Provides technical assistance to local school systems for the acquisition, analysis, and reporting of student course data; designs and implements procedures for data collection from local school systems (LSS's); writes computer programs to organize and clean acquired data in order to create valid analysis datasets; analyzes data; interprets and summarizes data analysis findings through written reports; supports accountability data reporting; prepares datasets and reports in response to data requests from internal (Maryland State Department of Education (MSDE) staff, legislators, and the general public.

MINIMUM QUALIFICATIONS: **EDUCATION:** Possession of a Master's Degree or equivalent 36 credit hours of post-baccalaureate course work from an accredited college or university.

EXPERIENCE: Four (4) years of data collection, management and analysis experience. Experience in or affiliated with an education program is preferred; this experience to include providing technical assistance related to the collection of education related data. SAS (Statistical Analysis Software) is desired.

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

ESSENTIAL REQUIREMENTS: Knowledge of educational accountability programs; experience creating and managing data collection systems; experience working with sensitive data; skill in data management and analysis (SAS desired); skill in interpreting and summarizing research findings; skill in writing computer programs to organize and clean data in order to create valid analysis datasets; skill in providing technical guidance to internal and external teams; skill in maintaining effective working relationships with internal and external teams; skill in managing timelines and deadlines; ability to analyze complex program issues and to recommend solutions; 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, Student Course Data Specialist #040361 (JobAps# 19-005055-0032)** 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 [www.marylandpublicschools.org/about/Pages/OHR/Employment.aspx](#).

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:

For immediate consideration please submit your application by **October 4, 2019** – Open Until Filled.

The Maryland State Department of Education provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.