



# 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

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**DIVISION OF CURRICULUM, INSTRUCTIONAL IMPROVEMENT & PROFESSIONAL LEARNING**  
**LANGUAGE DEVELOPMENT PROGRAMS**

October 18, 2019

- POSITION TITLE:** Education Program Specialist I, Elementary English Language Arts Specialist
- POSITION NUMBER:** 087620 (JobAps# 19-005055-0041)
- SALARY:** State Salary Grade 21  
Annual Salary Range: \$63,925 - \$93,364
- LOCATION:** Nancy S. Grasmick Education Building  
200 West Baltimore Street  
Baltimore, Maryland 21201
- NATURE OF WORK:** This a professional position responsible for all services related to the development and support of Elementary English Language Arts instruction related to the implementation of the Maryland College and Career Ready Standards and the State English Language Arts (ELA) assessments.
- DUTIES AND RESPONSIBILITIES:** Provides technical assistance and content expertise in the development and implementation of the MD College and Career-Ready Standards for Elementary ELA and the Maryland Comprehensive Assessment Program (MCAP) Elementary English Language Arts assessments; provides technical assistance and content expertise to local school systems regarding the design and development of standards-aligned Elementary ELA curriculum and instruction, as well as the MCAP Elementary ELA assessments.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** Master’s Degree or equivalent 36 credit hours of post baccalaureate course work in Education, Educational Administration/Supervision, Reading/English Language Arts or a closely related field. Certification in Reading and/or English Language Arts is preferred
- EXPERIENCE:** Four (4) years of professional administrative, accountability or teaching experience in or affiliated with an education program including two (2) years of experience in coordinating or administering an education program or service directly related to English Language Arts. Leadership experience with an Elementary English Language Arts education program 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 ELA content; knowledge of research, trends, regulations, policies, and issues affecting elementary ELA; skill in age appropriate ELA instruction aligned to the Maryland College and Career Ready Standards in elementary ELA; skill in data-analysis and in delivering, designing, and evaluating effective professional learning aligned to the elementary Maryland College and Career Ready Standards in ELA and the MCAP ELA assessment; skill in implementing, monitoring, and evaluating education programs. Ability to interpret and apply principles and policies governing ELA education programs; ability to organize and manage multiple tasks; ability to work as a team member and establish and maintain effective working relationships; ability to communicate effectively, both orally and in writing.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDE_Jobs_on_JobAps) (or complete an MSDE Application on [marylandpublicschools.org](http://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, Elementary English Language Arts Specialist 087620 (JobAps #19-005055-0041)**. 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 *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 **November 1, 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.