



# 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

**CURRICULUM, INSTRUCTIONAL IMPROVEMENT & PROFESSIONAL LEARNING** May 10, 2019  
**INSTRUCTIONAL TECHNOLOGY AND SCHOOL LIBRARY MEDIA BRANCH**

## CONTRACTUAL POSITION

- POSITION TITLE:** **Education Program Specialist I,  
Maryland Virtual Professional Learning Opportunities Program**
- POSITION NUMBER:** Contractual # 217338 (JobAps# 19-5055-0015)
- SALARY:** State Salary Grade 21  
Annual Salary Range: \$62,063 - \$90,644
- LOCATION:** 200 West Baltimore Street  
Baltimore, Maryland 21201
- NATURE OF WORK:** This professional contractual position is responsible for the administration and maintenance of the Maryland Virtual Professional Learning Opportunities Program and oversight for the Maryland Openly-licensed Educational Resource (OER) repository.
- DUTIES AND RESPONSIBILITIES:** Provides technical assistance and increases the capacity of the Maryland State Department of Education (MSDE) to develop and provide online professional learning courses that align with the Maryland College and Career-Ready Standards, Maryland State Standards, Professional Learning Standards and assessments; administers and maintains a program that includes a registration system, an up to date database of qualified facilitators, and a learning management system; collaborates and provides timely technical assistance to MSDE and local school systems related to the training, reviewing, and marketing of online professional learning courses; develops policies and processes that include requirements for effective facilitation and are in alignment with the Code of Maryland Regulations (COMAR) and Maryland State Law; oversees the Maryland Openly-licensed Educational Resource (OER) repository.
- MINIMUM QUALIFICATIONS:** **EDUCATION:** Master's Degree or equivalent 36 credit hours of post baccalaureate course work that includes Instructional Technology or a related field.  
**EXPERIENCE:** Four (4) years of professional K-12 work experience to include digital learning and/or professional learning. Experience as an online student and/or online facilitator.  
**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 and experience with online pedagogy and design and accessibility guideline; skill in the use of learning management systems; skill in developing and presenting professional development programs; ability to interpret and apply laws and regulations; ability to organize, prioritize 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, Maryland Virtual Professional Learning Opportunities Specialist 217338 (JobAps #19-005055-0015)**. 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 **May 31, 2019** - Open until filled.