



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 EARLY CHILDHOOD DEVELOPMENT
OFFICE OF CHILDCARE

May 28, 2019

POSITION TITLE: Child Care Licensing Specialist Trainees

POSITION NUMBER: Jobaps # 19-005004-0002

SALARY: State Salary Grade 13
Annual Salary Range: \$38,601 - \$49,694 (effective July 1, 2019)

LOCATION: Positions located throughout Maryland
Applicants will be contacted on an ongoing basis as positions come available in selected geographic area.

NATURE OF WORK: The Child Care Licensing Specialist Trainee is an entry level position responsible for learning how to perform the duties and responsibilities of inspecting, licensing and monitoring child care centers, family child care homes, and non-public nursery schools to ensure enforcement of child care regulations and the provision of quality child education development programs. This position functions under the close supervision of a Child Care Licensing Supervisor.

DUTIES AND RESPONSIBILITIES: Learns to process prospective provider applications for child care centers, family child care homes and nonpublic nursery schools to determine eligibility for licensure and/or nonpublic nursery school approval by following established office policies and procedures; learns to manage caseload, including use of automated technology systems, to determine provider compliance with applicable Code of Maryland Regulations by following OCC (Office of Childcare) policies and procedures; learns to investigate complaints lodged against licensed, registered and illegal child care providers, and nonpublic nursery schools to determine the validity of allegations by following established office policies and procedures.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Bachelor's Degree in Child Development, Education, Social Work or Psychology from an accredited four-year college or university.

NOTE: Possession of an Associate's Degree in early childhood development, teacher education, sociology or psychology and two (2) years work experience inspecting, licensing and monitoring child care centers, family child care homes or non-public nursery schools may be substituted for the Bachelor's Degree.

ESSENTIAL REQUIREMENTS: Knowledge of procedures and practices which ensures safe and sanitary conditions at child care facilities, child care centers and family care homes; skill in implanting and monitoring, program evaluations; ability to develop and initiate policies and procedures and to present recommendations clearly and concisely; ability to exercise good judgment and direction in the interpretation and application of division policies and procedures; ability to establish and maintain effective working relationships with various public and staff and communicate effectively; ability to exercise leadership initiative and sound judgment in making decisions.

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 indicate application for **Child Care Licensing Specialist Trainees – Office of Child Care, JobAps #19-005004-0002**. 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:

Applicants for this classification must consent to State Police and Child Protective Services (CPS) Investigations/Background Checks as a routine procedure for all employees required to work with Child Care Services Facilities. 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 **June 14, 2019**.