



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 EARLY CHILDHOOD DEVELOPMENT EARLY LEARNING BRANCH

October 18, 2019

POSITION TITLE: Education Program Specialist I
Prekindergarten Program Monitoring Specialist

POSITION NUMBER: Contractual Position 217352 (JobAps #19-005055-0045)

SALARY: State Salary Grade 21
Annual Salary Range: \$63,952 - \$93,364

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

NATURE OF WORK: This is a contractual position responsible for programmatically monitoring the prekindergarten programs in compliance with the grant requirements of the Preschool Development Grant- Expansion Grant for program accountability.

DUTIES AND RESPONSIBILITIES: Develops strategies and procedures which comply with the provisions of legislation authorizing the PreK Expansion Act of 2014; develops protocol, products, and technical assistance, services as specified in the grant for funding the design and operation of prekindergarten and to promote school readiness through the development and expansion of collaborative approaches to the delivery of high quality, comprehensive, full day prekindergarten programs and comprehensive support services; monitors and evaluates all activities of the prekindergarten expansion sites operated by local boards of education and community-based programs; provides technical assistance to local school systems regarding the intent in the design and operation of prekindergarten expansion sites, assuring that funded programs meet state-approved goals and objectives; supports the independent evaluator in conducting a long-term evaluation of the prekindergarten expansion sites.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Early Childhood Education, Educational Administration/Supervision or a related Educational field.

EXPERIENCE: Four (4) years of professional experience in coordinating or administering an education program or service directly related to Early Learning.

ESSENTIAL REQUIREMENTS: Knowledge of Maryland's Early Learning development programs and assessments; knowledge of early childhood pedagogy; knowledge of State and Federal laws, policies, issues and regulations governing education programs for Early Learning students; skill in developing and presenting staff development; ability to support teachers and administrators; ability to establish and maintain harmonious working relationships; 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, Prekindergarten Monitor Contractual Position# 217352 - (JobAps #19-005055-0045)**. 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 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 please submit your application by **November 1, 2019** – Open Until Filled.

