



# 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

April 26, 2019

### ASSISTANT STATE SUPERINTENDENT

**POSITION TITLE:** Education Program Specialist I – Early Childhood Systems Specialist

**POSITION NUMBER:** Contractual 345642 (JobAps #19-005055-0013)

**SALARY:** State Salary Grade 21  
Annual Salary Range: \$62,063 - \$90,644

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

**NATURE OF WORK:** This is a contractual position responsible for providing technical assistance & program support to the Assistant State Superintendent within the Division of Early Childhood in the areas of birth to 8 early childhood systems and initiatives; meeting the needs of Vulnerable Populations & the State standards, curriculum & assessments; consults with other branches & offices within the division, other MSDE divisions & public / private organizations regarding birth to 8 coordinated services.

**DUTIES AND RESPONSIBILITIES:** Research, analyze & make recommendations on administrative, management & procedural practices; write logical, comprehensive, concise reports & correspondence; handle confidential / sensitive information & exercise discretion concerning its disposition; review & assist in the development of monitoring policies & programs, including birth through 8 early childhood systems & initiatives; identify program needs regarding the transition of young children across early childhood programs & into public school, research, collaborate & evaluate best practices / strategies within the birth-8; monitor programmatic & fiscal progress of grantees in accordance with state approved procurement policies & procedures; & conduct on-site visits of programs & apply related federal laws, state laws; provide technical assistance to grantees & early childhood programs; consult with public / private organizations regarding program monitoring & accounting policies; and represent the Division of Early Childhood.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Early Childhood Education, Elementary 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 Childhood.

**ESSENTIAL REQUIREMENTS:** Knowledge of Preschool Development Grant Birth through Five (PDG B-5); experience with grant implementation & oversight; experience with providing technical assistance to stakeholders in developing & implementing their grants; ability to communicate effectively in writing & orally; submit required reports on time with competing priorities & deadlines; demonstrated ability to create & foster excellent working relationships.

**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 – Early Childhood Systems Position# 345642 - (JobAps #19-005055-0013)**. 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 **May 10, 2019** – Open Until Filled.