



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 EDUCATOR CERTIFICATION & PROGRAM APPROVAL
CERTIFICATION & ASSESSMENT / STATE & FEDERAL REPORTING BRANCH

February 1, 2019

POSITION TITLE: Education Program Specialist II,
Teacher Program Approval & Assessment Coordinator

POSITION NUMBER: 039716 JobAps # 19-005056-0004

SALARY: Grade 22 Standard Salary Schedule
\$65,901 - \$96,222

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: The Teacher Program Approval & Assessment Coordinator, working under the direction of the Director of Educator Certification & Assessment / State & Federal Reporting Branch will coordinate, develop, support data collection & reporting for all federal / State reports; certification grant programs; & will manage certification testing requirements.

DUTIES AND RESPONSIBILITIES: Provides lead technical assistance & collects, coordinates, monitors & disseminates the teacher accountability section of the federal Title II: Teacher Accountability & data collection throughout the year; coordinates technical assistance to Institutions of Higher Education; collects, analyzes, coordinates, monitors & disseminates data for The Retire/Rehire report & processes in collaboration with the MD Department of Retirement & Pensions; Alternative Teaching Opportunity Program Report & data collection for State Stat metrics related to the preparation & training of educators, the certification of educators in specific categories & alternative preparation programs; directs & manages the collection & analysis of data, the writing & preparation of the MD Teacher Staffing Report; recommends to the State Superintendent through the Assistant Superintendent & Director critical shortage teaching areas to meet statutory requirements of the Annotated Code of Maryland (COMAR 18-703); directs & manages the communication, data collection & disbursement of funds pertaining to the Quality Teacher Incentive grants & the National Board Certification fee grant program; serves as a liaison to Maryland testing partners & prepares all internal/external notices regarding certification test requirements.

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

EXPERIENCE: Five years of professional teaching, staff development or administrative work in or affiliated with professional teacher education programs, nonpublic schools or local school systems human resources; experience that includes working with institutions of higher education on program approval issues and local school system certification is desirable.

ESSENTIAL REQUIREMENTS: Knowledge of trends, State and federal regulations, policies, and issues affecting teacher education programs; knowledge of qualifying routes to teacher certification; skill in the use of standard office software; skill in the assessment of teacher education program components and the interpretation and application of statutory regulations, accreditation protocols, and policies; ability to communicate clearly and effectively both orally and in writing; ability to manage multiple tasks; ability to establish and maintain harmonious working relationships with MSDE/LEA staff and academic faculty and staff within institutions of higher education.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

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 II, Teacher Program Approval & Assessment Coordinator, JobAps # 19-005056-0004**. 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 submit your application by **February 15, 2019 – Open Until Filled.**