



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

OFFICE OF THE DEPUTY FOR SCHOOL EFFECTIVENESS JUVENILE SERVICES EDUCATION SYSTEM

August 23, 2019

POSITION TITLE: Career Technology Education (CTE) Coordinator

POSITION NUMBER: 039554 JobAps# 19-009542-0002

SALARY: Institutional Educator Pay Plan Administrator Schedule
Salary Range: \$94,531 - \$111,717

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This is a professional position responsible for providing leadership and support to activities within the Juvenile Services Education (JSE) System facilitating the successful preparation, training, and planning of career technology education for youth returning to school and or the community from detention/commitment facilities.

DUTIES AND RESPONSIBILITIES: Provides leadership and assistance to principals and other coordination staff in refining and modifying career technology education instructional practices to best meet student needs/program initiatives; ensure curriculum materials reflect current career technology education outcomes as required; establish/support Career Centers in program library/media center; develop community resources/agency partnerships which promote the successful reentry of students to employment and community; develop/revise curriculum for career technology education including life skills and career development aspects; support the work of career technology education and life skills staff within the program; provide professional development in career technology education for the program staff and administrators.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36 credit hours of post-baccalaureate course work in Education or Education Administration/Supervision or possess or be eligible for a Maryland Advanced Professional teaching Certificate in Secondary Education or Education Administration/Supervision.

EXPERIENCE: Three years of administrative/supervisory experience directly related to Career Technology Education in a public school, alternative education setting, and/or juvenile services/adult correctional setting.

ESSENTIAL REQUIREMENTS: Knowledge of Maryland CTE programs of study and related industry standards and credentials appropriate for JSE youth including applicable licenses and certificates; knowledge of career development processes and development of academic/career plans; knowledge of economic and workforce development initiatives to support youth; skill with the use of data-driven decision making; skill in planning and execution of providing professional development activities; ability to identify quality CTE certificates for youth; ability to work as a member of a team; ability to communicate effectively, both orally and in writing.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCESS:

To apply for this position online go to [MSDE Jobs on JobAps](https://www.msde.org/MSDE-Jobs-on-JobAps) (or complete an MSDE Application on [marylandpublicschools.org](https://www.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 **Career Technology Education (CTE) Coordinator**, Position Number **039554 – (Jobaps# 19-009542-0002)**. 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:

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must consent to State Police and Child Protective Services (CPS) Investigations/Background Checks as a routine procedure for all employees required working in State Juvenile Services Facilities. Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required. If, once employed, it is determined that the incumbent does not qualify for at least a Conditional Certificate, the incumbent's employment will be terminated. Also, failure to obtain and maintain the appropriate Maryland Teaching Certificate will be the basis for termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **September 06, 2019**
- Open until filled.