



# 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

## OFFICE OF THE DEPUTY FOR SCHOOL EFFECTIVENESS JUVENILE SERVICES EDUCATION SYSTEM

July 26, 2019

- POSITION TITLE:** Instructional Coach (3 Positions), Juvenile Services Education
- POSITION NUMBER:** 083350, 069920 & 077399 (JobAps #19-009536-0001)
- SALARY:** State Salary Range: Salary to be determined based on an institutional salary scale following assessment of the applicant's educational credentials and experience. \$3,000.00 - - Sign-on incentive - - for Maryland Professional Certified Teachers
- LOCATION:** Baltimore County, Anne Arundel County, Washington County
- NATURE OF WORK:** Build teacher capacity and understanding of instructional practices related to the appropriate state education standards by promoting teacher reflection, providing guidance and structure where needed, and ensuring high quality instruction in classrooms through modeling, co-planning, co-teacher, and providing feedback to teachers.
- DUTIES AND RESPONSIBILITIES:** Supports the instructional development of all teachers in understanding the Maryland education standards, Works cooperatively the Coordinator of Curriculum & Instruction, the Coordinator of Career & Technical Education, Coordinator of Special Education & the Coordinator for Guidance and Records, and school-based leadership to provide feedback on educator instructional practices. Performs a variety of tasks with a specific focus on increasing student achievement. Assists teachers and administrators in the curriculum, instruction, assessment, and organizational goals of the school and district by providing collaboration, consulting, and coaching services. Regularly visit with designated schools, teachers, and school administrators to determine a needs assessment. Participates in staff meetings and curricular meetings as designated by the Field Director of Instruction School Support
- MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master's Degree in School Administration and Supervision or Master's Degree plus the required 18 graduate credits in School Administration and Supervision for the Administrator I Certificate. Administrator II Certificate preferred.  
**EXPERIENCE:** Three years of satisfactory teaching experience. Previous juvenile services/alternative education experience preferred.
- ESSENTIAL REQUIREMENTS:** Knowledge of the principles and practices of educational supervision/ administration; knowledge of academic curriculum planning, development, and implementation; knowledge of principles and practices of effective middle school, secondary education and GED programs; skill in time management, personal organization, and administrative detail; skill in the use of assessment instruments; skill in the development of effective work teams; ability to develop appropriate educational goals and objectives; ability to communicate effectively and to establish and maintain effective 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 – **Instructional Coach, PINS #083350, 069920 & 077399 - JobAps #19-009536-0001**. 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:**

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 **August 9, 2019** - Open until filled.