



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 SUPERINTENDENT FOR SCHOOL EFFECTIVENESS

JUVENILE SERVICES EDUCATION SYSTEM

September 22, 2017

POSITION TITLE: Academic Program Coordinator, Juvenile Services Education

POSITION NUMBER: 083147

SALARY: Institutional Educator Pay Plan Administrator Schedule
Salary Range: \$100,763 - \$105,806

LOCATION: 200 West Baltimore Street
Baltimore, Maryland

NATURE OF WORK: This is a professional position providing leadership and management for the academic Juvenile Services Education Program, including Middle School, High School, or General Educational Development (GED) level instruction.

DUTIES AND RESPONSIBILITIES: Provides leadership for academic instruction; develops and maintains the academic program (Middle School, High School, and GED), including curriculum and student performance and evaluation; provides input and guidance for instructional software; manages federal grant programs; develops and provides staff development; allocates financial resources.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Masters Degree in Education with a specialty in Curriculum and Instruction or a related field; possession of or eligibility for a Maryland Administrator I or II preferred.

EXPERIENCE: Five years of satisfactory teaching experience in 7-12 education environment - alternative/urban education setting desired - and 3 years satisfactory administrative or supervisory experience. Special education and grant administration experience preferred.

ESSENTIAL REQUIREMENTS: Knowledge of the principles and practices of middle and secondary education; knowledge of academic curriculum planning, development, and implementation; skill in time management, personal organization, and administrative detail; skill in the development of effective work teams; ability to communicate effectively and to establish and maintain effective working relationships.

PROCEDURE FOR APPLICATION: Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment and the Juvenile Services Education (JSE) Application Addendum indicating application for Position #083147 - *Coordinator, Academic Programs*. The application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite minimum qualifications and possesses the essential requirements for the position. Completed applications must be directed to the Staff Employment Section, Office of Human Resources, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201 or faxed to 410.333.8950.

For inquiries or an MSDE Application, call 410.767.0019, TTY/TDD 410.333.3045, or visit our website www.marylandpublicschools.org/about/Pages/OHR/Careers.aspx
All applications will be accepted until the position is filled. *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 to work 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:

Open Until Filled