



# POSITION ANNOUNCEMENT

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State Superintendent of Schools

Human Resource Management · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

## **DIVISION OF CAREER AND COLLEGE READINESS - OFFICE OF LEADERSHIP DEVELOPMENT & SCHOOL IMPROVEMENT**

October 15, 2019

**POSITION TITLE:** Education Program Specialist I – Data Analyst

**POSITION NUMBER:** 089357 (JobAps #19-005055-0039)

**SALARY:** State Salary Grade 21  
Annual Salary Range: \$60,543 - \$88,424

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

**NATURE OF WORK:** This is a professional position that provides programmatic support and technical assistance in collecting, analyzing, and sharing data related to the functions of the Division of College and Career Readiness and the Office of Leadership Development and School Improvement that include teacher and principal evaluation (TPE), school improvement, and career and technical education (CTE) data. collection, analysis, and reporting.

**DUTIES AND RESPONSIBILITIES:** Provides technical assistance, support, and guidance to MSDE staff, contractors, and local school systems on established policies and procedures for data collection and sharing; interprets and adheres to laws and regulations pertaining to data collection and reporting; coordinates the collection of data from local school systems; utilizes appropriate software and programs to engage in statistical analysis of data; analyzes data, and suggest relationships among data sets; applies use of data visualization software to translate data into user-friendly formats; produces SAS and excel reports using various data sources; develops written and/or verbal responses to workflow and constituent correspondences including talking points, reports, PowerPoint presentations, and other correspondence.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Possession of a Master’s Degree or 36 credit hours of post-baccalaureate course work in a related field of study.

**EXPERIENCE:** Four years of professional experience as a research or data analyst in education or other related field. Fluency in a computer-based statistical package (SPSS, STATA, or SAS) as well as experience with Excel and Access required. Experience in the use of R and Tableau are preferred.

**NOTES:**

1. Possession of a doctorate in a field related to this position may be substituted for two years of experience requirements.

**ESSENTIAL REQUIREMENTS:** Knowledge of Education Reform Act of 2010 and Code of Maryland Regulations 13A.07.09; knowledge of data step processing, macros, statistical procedures (FREQ, MEANS, SUMMARY, UNIVARIATE), SQL coding, general linear modeling and analysis of variance, data migration, data visualization, and data integration and extraction techniques; skill in computer programming language R; skill in data management and analysis; skill in communicating data and research findings to a variety of stakeholder groups; ability to analyze complex program issues and recommend solutions; skill in organizing and managing multiple projects, timelines, and deadlines; ability to establish and maintain effective working relationships; and ability to exercise initiative and sound judgment in making decisions.

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***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 I, Data Analyst for Educator Effectiveness and School Improvement #089357 (JobAps #19-005055-0039)**. 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 November 1, 2019 - Open until filled.

The Maryland State Department of Education provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.