



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

DIVISION OF CAREER AND COLLEGE READINESS

October 11, 2019

OFFICE OF LEADERSHIP DEVELOPMENT & SCHOOL IMPROVEMENT

POSITION TITLE: Education Program Specialist I, Leadership Development Specialist

POSITION NUMBER: 089358 (JobAps# 19-005055-0038)

SALARY: State Salary Grade 21
Annual Salary Range: \$63,925 - \$93,364

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

NATURE OF WORK: This is a professional position with responsibilities for providing leadership, expertise, and guidance to local school systems and institutions of higher education in the implementation of research-based practices that foster the growth of effective teachers and leaders.

DUTIES AND RESPONSIBILITIES: The Leadership Development Specialist will lead professional learning experiences, provide technical assistance, and identify resources that focus on building capacity for teacher and administrator preparation programs to incorporate content, field, and clinical experiences that address the unique needs of low-performing schools; ensure compliance with established policies and regulations regarding teacher and principal evaluations and adopted leadership standards; create shared accountability and leadership structures; plan and manage staff turnover and succession; provide opportunities for effective induction, mentoring, and coaching of educators in low-performing schools; foster continuous improvement of individual and collective instructional capacity to achieve outcomes envisioned for each student; deliver actionable feedback about instruction and other professional practices through valid, research-anchored systems of supervision and evaluation; develop and implement school improvement plans with a high-level of fidelity.

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

EXPERIENCE: Four (4) years of professional administrative experience providing instructional leadership, supervising school-based professionals, and/or leading school improvement initiatives is required.

NOTE: Possession of a doctorate in a field related to this position may be substituted for one year of the required experience.

ESSENTIAL REQUIREMENTS: Knowledge of Professional Standards for Educational Leaders, Code of Maryland Regulations (COMAR) 13A.07.06, COMAR 13A.12.04, Education Reform Act of 2010, and other laws and regulations pertaining to teacher and principal preparation and evaluation; knowledge of the Four Domains of Rapid School Improvement Framework; knowledge of effective development and analysis of student learning objectives; knowledge of research, trends, and effective practices in school turnaround and/or academic reform; skill in identifying school-level and system-level needs and delivering appropriate programmatic solutions, technical assistance, training, and guidance on issues related to effective leadership; skill in organizing and managing multiple projects, timelines, and deadlines; ability to establish and maintain effective working relationships and communicate effectively with a variety of stakeholders; ability to exercise initiative and sound judgment in making decisions.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](https://www.marylandpublicschools.org/MSDEJobs) (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 – **Education Program Specialist I, Leadership Development Specialist #089358 (JobAps# 19-005055-0038)** 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/about/Pages/OHR/Employment.aspx>

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 **October 25, 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.