



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

DIVISION OF EARLY INTERVENTION & SPECIAL EDUCATION SERVICES
POLICY & ACCOUNTABILITY BRANCH

March 8, 2019

POSITION TITLE: Education Program Supervisor,
Chief of Special Education Monitoring & Accountability

POSITION NUMBER: 087624 (JobAps #19-005057-0004)

SALARY: State Salary Grade 22
Annual Salary Range: \$65,901 - \$96,222

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

NATURE OF WORK: This is a professional supervisory position responsible for monitoring local public provider agencies and local school systems statewide to ensure compliance & improve results for infants, toddlers, young children, and youth with disabilities & their families, birth to age 21.

DUTIES AND RESPONSIBILITIES: Directs Statewide implementation of the Monitoring for Continuous Improvement & Results (MCIR) activities; provides technical assistance, development & coordination of needs assessments & annual plans for professional development; utilizes the statewide data system for disseminating information & evaluating the effectiveness of services to children & youth with disabilities; coordinates the differentiated monitoring activities assigned to monitoring specialists & consultants; leads on-site monitoring teams in activities that determine public agency compliance with the IDEA & COMAR as it pertains to children with disabilities, Birth – age 21; ensures inter-rater reliability by meeting with monitoring team members to review regulations & determine acceptable limits for verification of appropriate implementation.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Education, Special Education or a related field.

EXPERIENCE: Five (5) years of professional administrative experience in or affiliated with special education or early intervention, experience coordinating or administering programs related to services for individuals with disabilities and their families is preferred. Experience with direct supervision of other professional employees is required.

NOTE: Two additional years of experience as defined may substitute for the Master's Degree.

ESSENTIAL REQUIREMENTS: Knowledge of trends, regulations, policies & issues governing early intervention & special education programs; knowledge of programs that address public & private/non-profit sponsored support services for families that have children with disabilities; skill in collecting & managing data / information; skill in maintaining effective working relationships; skill organizing & managing multiple tasks; ability to establish & maintain harmonious working relationships with internal and external stakeholders; ability to communicate clearly & effectively both orally & in writing, through the presentation of concise yet comprehensive training, analyses & reports.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](http://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 Supervisor I, Chief of Special Education Monitoring & Accountability Position# 087624 - (JobAps #19-005057-0004)**. 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 available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible 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 **March 22, 2019** – Open Until Filled.

