



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

June 7, 2019

INTERAGENCY COLLABORATION BRANCH

POSITION TITLE: Education Program Specialist II, Interagency Education Program Specialist

POSITION NUMBER: Contractual 102665 (JobAps #19-005056-0012)

SALARY: State Salary Grade 22
Annual Salary Range: \$66,231-\$96,704

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

NATURE OF WORK: This is a professional, contractual position serving as a technical specialist responsible for the direct oversight of interagency collaborative initiatives on behalf of the Division of Early Intervention and Special Education Services (DEI/SES) in addressing issues that affect children from birth through age 21.

DUTIES AND RESPONSIBILITIES: Provides oversight and coordination of interagency collaborative initiatives related to special education, behavioral and mental health, juvenile services and social services; coordinates plans for interagency initiatives and activities; represents DEI/SES in a technical capacity at interagency meetings and in the initiation and completion of interagency efforts; serves on the Division's behalf on various task forces and work groups; monitors program implementation, reviews recommendations and program modifications; provides program summaries, and recommends positions and actions; coordinates the provision of technical assistance efforts in mental and behavioral health; supports Branch and Division staff regarding interagency initiatives; and assists with all related interagency and collaborative initiatives including issues related to early childhood education, children's mental and behavioral health, State and interagency strategic planning, results based decision making, and accountability.

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

EXPERIENCE: Five (5) years of professional administrative, programmatic support, or teaching experience in or affiliated with special education or family support programs; experience must be in coordinating or administering programs related to services for individuals with disabilities and their families.

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

ESSENTIAL REQUIREMENTS: Knowledge of special education laws regulations, policies, programs and issues; knowledge of data systems; skill in responding effectively to problems and inquiries from school personnel and concerned stakeholders; skill interpreting and applying laws and regulations governing early intervention and special education programs; grant management, implementation & administration experience; ability to manage multiple tasks; ability to establish & maintain harmonious working relationships with local school systems and local lead agencies, ability to clearly communicate orally & in writing.

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 II, Interagency Education Program Specialist –contractual pin # 102665 - (JobAps #19-005056-0012)**. 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 **June 21, 2019 – Open Until Filled.**