



# 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 AND SPECIAL EDUCATION SERVICES**

July 26, 2019

PERFORMANCE SUPPORT AND TECHNICAL ASSISTANCE BRANCH

**POSITION TITLE:** Education Program Manager II, Chief of Performance Support & Technical Assistance

**POSITION NUMBER:** 066278 (JobAps #18-005059-0003)

**SALARY:** Grade 24 Standard Salary Schedule  
Annual Salary Range: \$75,461 - \$110,126

**LOCATION:** 200 West Baltimore Street  
Baltimore, MD 21201

**NATURE OF WORK:** Under the supervision of the Assistant State Superintendent, this position serves as the lead for implementation of differentiated performance support to local school systems and public agencies and is responsible for the identification of learning needs, and the development and implementation of statewide universal, targeted, and focused professional learning/technical assistance.

**DUTIES AND RESPONSIBILITIES:** Provides leadership and direction to the Performance Support and Technical Assistance Branch that is focused on building the capacity of local school systems, public agencies, and institutions of higher education, to narrow the performance gap and enable all students with disabilities to exit education community, career and college ready; supervises staff with State-level responsibility for providing review and support of local school system, non-local school system and Institutes of Higher Education funding; implements the State's birth through 21 seamless comprehensive system of coordinated services; supports local Infants and Toddlers and special education programs; facilitates special education and related services for children with disabilities ages three through twenty-one under Part B and birth through age four under Part C of the Individuals with Disabilities Education Act (IDEA); supervises systems and data informed systematic planning, implementation, and evaluation of evidenced-based professional development; provides leadership and direction to support the evidence-based practices for Early Childhood, Assessment, and Specially Designed Instruction sections through the development, implementation, and evaluation of a standards-aligned IEP.

**MINIMUM QUALIFICATIONS:** **Education:** Possession of a Master's degree in Special Education.  
**Experience:** Six (6) years of related experience in coordinating or administering special education programs or services. Three years of the required experience must have been in direct supervision of other professional employees.

**ESSENTIAL REQUIREMENTS:** Knowledge of State and federal laws, regulations, policies, and issues affecting young children with disabilities and their families; knowledge of early intervention and early childhood education programs; skill in analyzing and interpreting data for program improvement ability to manage multiple tasks; ability to interpret and apply pertinent laws and regulations; ability to establish and maintain working relationships; ability to communicate clearly and effectively both orally and in writing, through the presentation of concise yet comprehensive training, analyses and reports.

---

***AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE***

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDE Jobs on JobAps) (or complete an MSDE Application on [marylandpublicschools.org](http://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 Manager II, 107, #066278, JobAps # 18-005059-0003** 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 **August 14, 2019** – Open Until Filled.