



# 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 STUDENT SUPPORT, ACADEMIC ENRICHMENT, & ACADMIC POLICY**

STUDENT SERVICES AND STRATEGIC PLANNING BRANCH

March 1, 2019

**POSITION TITLE:** Education Program Specialist II– Lead Specialist,  
Student Behavior and School Climate Initiatives

**POSITION NUMBER:** 039607 (JobAps# 18-005056-00012)

**SALARY:** State Salary Grade 22  
Annual Salary Range: \$64,608 - \$94,355

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

**NATURE OF WORK:** This is a professional position with primary responsibility for providing leadership, consultation, direction, and technical assistance in the development and implementation of behavioral interventions at the school, school system, and State level as required by Code of Maryland Regulations (COMAR) 13A.08.04.03 and 13A05.05.

**DUTIES AND RESPONSIBILITIES:** This position is the lead specialist with primary responsibility for providing leadership, consultation, direction and technical assistance in the development and implementation of behavioral interventions at the school, school system and state level. This position identifies best practices and evidence-based interventions for managing student behavioral issues at the universal, secondary and tertiary levels and leads training and technical assistance efforts to the Local Schools Systems in that area. This position also functions as Department’s lead point person for local school systems in the areas of student behavior and school climate to reduce disruption, increase positive student behaviors, and improve school climate. This position also functions as the Departments’ leader and State Coordinator for its Positive Behavioral Interventions and Supports (PBIS) Initiative and leads interagency efforts related to student behavior and discipline and functions as Project Director on related grants programs.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master’s Degree or equivalent 36 post-baccalaureate credit hours of course work in Education Administration/Supervision or education-related field from an accredited college or university.

**EXPERIENCE:** Five (5) years of administrative experience in coordinating or administering elementary education, secondary education, or student services’ programs designed for students. Experience in interpreting and implementing education policies is required.

**ESSENTIAL REQUIREMENTS:** Knowledge of laws, regulations, policies, and issues impacting school climate, student behavior; skill in identifying the identifying school-level and system-level needs and delivering appropriate programmatic solutions, technical assistance, training, and guidance on issues related to school climate and student behavior; skill in organizing and managing multiple projects, timelines, and deadlines; ability to establish and maintain effective working relationships with various public and staff and communicate effectively; ability to exercise initiative and sound judgment in making decisions.

**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 Specialist II – Lead Specialist, Student Behavior and School Climate Initiatives PIN# 039607 (JobAps# 18-005056-00012)** 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 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 **Marc 15, 2019** – Open Until Filled.