



# 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 & EDUCATIONAL POLICY

STUDENT SERVICES & SCHOOL COUNSELING BRANCH

August 20, 2019

**POSITION TITLE:** Staff Specialist I, Title IV, Part A Grant Specialist

**POSITION NUMBER:** Contractual 351679 (JobAps# 19-005296-0002)

**SALARY:** State Salary Grade 15 Standard Salary Schedule  
Annual Salary Range: \$43,669 - \$63,206

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

**NATURE OF WORK:** This is a contractual professional position that will provide support, consultation, direction and technical assistance in the implementation and monitoring of the Title IV, Part A: Student Support & Academic Enrichment Grant (SSAE) at the local school system and state level. This position also identifies best practices and evidence based activities for improving student academic achievement through well-rounded educational opportunities, safe and healthy school initiatives, and effectively using technology to personalize student learning and improve overall digital literacy. This position supports and assists the Department's Lead Specialist for School Counseling to efficiently implement and report on the State activities and responsibilities required under Title IV, Part A of the Every Student Succeeds Act (ESSA).

**DUTIES AND RESPONSIBILITIES:** Serves as Title IV, Part A support to the MD State Department of Education (MSDE) staff, local school systems (LSS), & schools; provides assistance in the development, implementation & evaluation of Title IV, Part A activities & use of funds; assists with the coordination & planning of site visits & monitoring reviews in LSSs, as required in ESSA, to identify Title IV, Part A program & professional development needs; Assists the compliance process for federal requirements under ESSA related to Title IV, Part A in LSSs; & creates / maintains a repository of best practices and use of funds reported by the LSS to the MSDE.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Bachelor's Degree in Education, Education Administration or a related area is preferred.

**EXPERIENCE:** One (1) year of professional administrative or teaching experience. Experience and knowledge of federal and /or State grant management of an educational program, evaluation / monitoring, as well as experience with budget preparation, development, presentation and execution is highly preferred.

**ESSENTIAL REQUIREMENTS:** Knowledge of State & federal laws, regulations & policies governing education, knowledge of grant processes, budgets, fiscal & financial management; skill in monitoring & evaluating educational programs, skill in planning & delivering technical assistance, staff development & guidance to LSSs & external stakeholders, skill organizing/ managing multiple tasks & timelines; establish & maintain effective working relationships; ability to communicate effectively both orally & in writing; proficient with Microsoft Office.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [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 - **Staff Specialist I, Title IV, Part A Grant Specialist contractual #351679** (JobAps# 19-005296-0002). 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 **September 3, 2019** – Open Until Filled.