



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 STUDENT SUPPORT, ACADEMIC ENRICHMENT & EDUCATIONAL POLICY

OFFICE OF SCHOOL INNOVATIONS

September 5, 2019

POSITION TITLE: Staff Specialist II, Charter School Grants Program Specialist

POSITION NUMBER: Contractual pin 351678 JobAps # (19-005297-0007)

SALARY: Grade 16 Standard Salary Schedule
Annual Salary Range: \$46,477 - \$67,449

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a contractual professional position that will provide support management of the Charter Schools Grants Program in the Office of School Innovations, Division of Student Support, Academic Enrichment, and Educational Policy.

DUTIES AND RESPONSIBILITIES: Duties of this position include communication, organization, planning, document production, and filing; screens / directs telephone calls & email inquiries for the office to ensure appropriate and timely response. Maintains contact lists of key groups & organizations; manages requests for information from the office & tracks responses; organizes meetings & workshops to assist the Director of School Innovations in providing leadership & technical assistance in accordance with specifications set by the immediate supervisor; organizes & maintains files for grants & correspondence to ensure availability & retrieval of information using electronic and paper filing systems; coordinates appointments and travel for Director in accordance with Department procedures & guidelines. Formats and types text, charts, & graphs for reports to relay information about the program & to meet reporting requirements; update statistical data & compile information per oral and written instructions; prepares materials including flyers, agendas & packets for administrative meetings, technical assistance sessions, & other meetings; creates & maintains records for grant awards & procurement for grant activities. Prepares correspondence related to grant awards & grant oversight.

MINIMUM QUALIFICATIONS: **EDUCATION:** Bachelor's Degree in Education, Education Administration, Business or a related field.

EXPERIENCE: Two (2) years of professional administrative or teaching experience. Previous experience and knowledge with grant management of an educational program preferred.

Notes:

1. Additional experience as defined above directly related to the position may be substituted for the required Bachelor's degree at the rate of one year of experience for one year of education.
2. Possession of a Master's degree may be substituted for one year of the required experience.

ESSENTIAL REQUIREMENTS: Knowledge of State & federal laws, regulations & policies governing education, knowledge of grant processes, budgets, fiscal & financial management; skill in planning & delivering technical assistance, 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 II, Charter School Grants Program Specialist contractual #351678** 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 19, 2019** – Open Until Filled.