



POSITION ANNOUNCEMENT

Nancy S. Grasmick
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 CAREER TECHNOLOGY AND ADULT LEARNING

April 20, 2007

ADULT EDUCATION AND LITERACY SERVICES BRANCH

CONTRACTUAL POSITION # 182-07

- POSITION TITLE:** Education Program Specialist I, Adult Education Literacy Services
- SALARY:** State Salary Grade 21
\$54,301 - \$79,309
- LOCATION:** 200 West Baltimore Street
Baltimore, Maryland 21201
- NATURE OF WORK:** This is a professional position providing technical assistance for Adult Education and Literacy Services (AELS) in the area of developing, implementing, and coordinating professional development to ensure support of increased program and learner performance as measured by Maryland's statewide assessment system.
- DUTIES AND RESPONSIBILITIES:** Provides technical assistance in designing and delivering statewide professional development programs for adult learning and development; provides leadership, manages financial resources for AELS consolidated grants and technical guidance to Local School Systems, community colleges, and community based organizations on the effective use of professional development tools, techniques, and benchmarking strategies; coordinates organization-level analysis for decision making and continuous improvement; develops and implements a plan for increasing capacity and quality to provide leadership and technical assistance related to improved AELS professional development.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** Masters Degree or equivalent 36 credit hours of post-baccalaureate course work in Educational Administration/Supervision, Professional Development, Staff Development, Program Evaluation or any field directly related to Adult Learning.
- EXPERIENCE:** Four (4) years of professional administrative experience in or affiliated with an adult education program or professional development of education staff. Administrative experience in an area related to accountability, adult education or a related field is preferred.
- NOTE:** Two years of additional experience as defined above may be substituted for the Master's Degree.
- ESSENTIAL REQUIREMENTS:** Knowledge of State and federal laws regulations, policies and issues affecting Adult Learning and education grant management and accountability; knowledge of designing, delivering and evaluating professional development; skill implementing professional development strategies and presenting; skill in responding to problems and inquiries from school personnel, community colleges, business and industry and community based organizations; ability to interpret and apply laws and regulations governing adult learning; ability to establish and maintain harmonious 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:

Applicants must include their resume and complete a Maryland State Department of Education Application for Employment indicating application for position #CTR 182-07. The application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed applications must be directed to the Staff Employment Section within the Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201; for inquiries or an MSDE application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at www.marylandpublicschools.org. All applications must be received by the closing date. 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 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:

May 4, 2007