



POSITION ANNOUNCEMENT

Promotional Opportunity Limited to MSDE Employees Only

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 CURRICULUM, ASSESSMENT, & ACCOUNTABILITY
INSTRUCTIONAL TECHNOLOGY AND SCHOOL LIBRARY MEDIA BRANCH

December 14, 2016

POSITION TITLE: Education Program Specialist I, Learning Management System Administrator

POSITION NUMBER: 040255

SALARY: State Salary Grade 21
Annual Salary Range: \$60,543 - \$88,424

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This is a professional position responsible for providing leadership and technical assistance for the instructional design, implementation, administration, and maintenance of the Maryland State Department of Education's (MSDE) statewide Learning Management System application and the digital resource repository.

DUTIES AND RESPONSIBILITIES: Implements, administers, and maintains MSDE's Learning Management System (LMS) and Curriculum Management System (CMS); develops policies and processes related to the administration of educational content in a technological format to serve Maryland educators and other stakeholders; provides technical assistance to MSDE staff and the local school systems on use of MSDE's CMS/LMS application.

MINIMUM QUALIFICATIONS: **EDUCATION:** Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Instructional Technology, Computer Science, or K-12 Education.

EXPERIENCE: Four (4) years of professional work experience in the technical administration of Learning Management Systems and complex web applications. Minimum of one year experience working in the K-12 environment required.

NOTE: Two years of additional experience as defined above may be substituted for the Master's Degree.

ESSENTIAL REQUIREMENTS: Knowledge of Learning Management Systems in a hosted environment; skill in configuring system navigation, uploading digital resources, and troubleshooting; ability to plan and manage projects involving infrastructure for scalability, optimal performance, and growth; ability to maintain day to day knowledge of all plans, activities, and status of projects and issues; ability to organize, prioritize and manage multiple tasks; ability to work as a team member and establish and maintain effective working relationships; ability to communicate effectively, both orally and in writing; possess an understanding of K12 instruction and related content standards.

PROCEDURE FOR APPLICATION:

To apply for this position online go to access an MSDE Application on marylandpublicschools.org. Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Position #040255 - **Education Program Specialist I, Learning Management System Administrator - Division of CA&A (Curriculum, Assessment, & Accountability)** - (The Application, resume, and any support documentation must clearly demonstrate that the applicant satisfies the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to Christopher King or Daniel Otakie in the Staff Employment Section within the Office of Human Resources at the address on the Position Announcement or faxed to 410.333.8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website at:

www.marylandpublicschools.org/about/Pages/OHR/Employment.aspx.

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:

Applications must be received by December 28, 2016