



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

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

August 26, 2016

POSITION TITLE: Education Program Specialist I- Maryland Professional Online Program Specialist

POSITION NUMBER: JobAps #16-005055-0014; CTR # 223761

SALARY: Grade 21 Standard Salary Schedule
\$60,543 - \$97,203

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This position provides leadership and technical assistance for the Maryland Resource Exchange (MRE) and is responsible for the administration and maintenance of Maryland's Digital Resource repository as well as related state-wide professional development.

DUTIES AND RESPONSIBILITIES: Provide leadership in the development, communication, and delivery of a professional development plan related to the roll out and implementation of a digital resource repository (searchable collection of resources) for teaching and learning in Maryland. This state-wide implementation will include differentiated training models, training modules/materials, guides and timelines for the introduction and use of repository instructional resources. Provides technical assistance to increase the capacity of the Maryland State Department of Education (MSDE) in providing open educational digital resources that align with the Maryland College and Career-Ready Standards, Maryland State Standards, and assessments. Meta-tags will be assigned to resources to allow for robust searching capability.

MINIMUM QUALIFICATIONS: **EDUCATION:** Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Instructional Technology or a related field.

EXPERIENCE: Four (4) years of professional work experience with digital learning, professional learning, and experience as an online student or facilitator.

NOTES:

1. Two years of additional experience as defined above may be substituted for the Master's Degree.
2. Possession of a Doctorate in a field related to the position may be substituted for one year of the experience requirements.

ESSENTIAL REQUIREMENTS: Knowledge and experience with professional learning pedagogy and delivery, skill in developing and presenting professional development programs; experience with technology to include databases and upload processes; an understanding of how meta-tags are used for searching; 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.

PROCEDURE FOR APPLICATION:

Application). 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 I- Maryland Professional Online Program Specialist JobAps #16-005055-0014 - CTR # 22376**. 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 *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 should be received by September 9, 2016 - Open Until Filled.