



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Human Resource Management · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF STUDENT, FAMILY, AND SCHOOL SUPPORT
STUDENT SERVICES AND STRATEGIC PLANNING BRANCH

July 1, 2016

- POSITION TITLE:** Education Program Supervisor - Chief of Student Services & School Counseling
- POSITION NUMBER:** 049151 (JobAps# 16-005057-0001)
- SALARY:** State Salary Grade 22
Annual Salary Range: \$64,608 - \$94,335
- LOCATION:** Nancy S. Grasmick Education Building
200 West Baltimore Street
Baltimore, MD 21201
- NATURE OF WORK:** This is a professional position serving as Section Chief of Student Services responsible for providing staff supervision and lead technical expertise for coordinated student services as required by Code of Maryland Regulations (COMAR) 13A.05.05.
- DUTIES AND RESPONSIBILITIES:** Supervises to staff within the Student Services Section; provides leadership and support for a coordinated program of student services; provides lead technical assistance to local school systems in the implementation and monitoring of coordinated systems of student services; leads the periodic review of student services programs in local school systems; maintains an electronic document management system to facilitate the submission, review, editing, and reporting the Youth Tobacco Risk Behavior Survey; serves as the point of contact for coordinating activities with the local directors of student services; plans and conducts local, regional, and statewide meetings for local directors of student services on topics related to preventive and remedial approaches for satisfying at-risk student needs within alternative and supplemental programs; provides technical assistance for facilitating school counseling programs and the American School Counseling Model; coordinates and manages postsecondary activities involving advanced placement, College Board, Higher Education, youth suicide prevention and scholarship opportunities; serves as the Department's liaison for home school programs.
- MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in School Guidance and Counseling, Pupil Personnel, Education Administration/Supervision, or related Education area.
EXPERIENCE: Five years of administrative experience in, or affiliated with school counseling, including two years of experience coordinating or administering school counseling, pupil personnel, or student services programs. Experience in interpreting, implementing, and communicating education policies is desirable.
- ESSENTIAL REQUIREMENTS:** Knowledge of trends, regulations, policies, and issues affecting school counseling, pupil personnel, or student services initiatives; knowledge of State and federal laws, regulations, policies, and programs including integrated student services models, the Elementary and Secondary Education Act, and the Code of Maryland Regulations; skill in identifying at-risk student needs and delivering appropriate programmatic solutions, technical assistance, training, and guidance to local school systems; skill in organizing and managing multiple projects, timelines, and deadlines; ability to establish and maintain effective working relationships with various public and staff and communicate effectively; ability to exercise initiative and sound judgment in making decisions.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE 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 Supervisor - Chief of Student Services & School Counseling PIN# 049151 (JobAps# 16-005057-0001)** 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 July 15, 2016 - Open until filled