



# 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

## DIVISION FOR SCHOOL EFFECTIVENESS

October 7, 2016

### OFFICE OF SCHOOL AND COMMUNITY NUTRITION PROGRAMS

**POSITION TITLE:** Staff Specialist III, Child & Adult Care Food Program (CACFP) Training Specialist

**POSITION NUMBER:** 227021 (JobAps #16-005298-0006)

**SALARY:** State Salary Grade 18  
Annual Salary Range: \$49,899 to \$80,078

**LOCATION:** 200 West Baltimore Street  
Baltimore, MD 21201

**NATURE OF WORK:** This is a contractual position responsible for developing and implementing statewide and locally focused training programs and providing technical assistance to Maryland's Child and Adult Care Food Program Agencies (CACFP) and other Agencies participating in Child Nutrition Programs (CNP).

**DUTIES AND RESPONSIBILITIES:** The main purpose of this position is to evaluate Child and Adult Care Food Program Agency training needs and provide training and technical assistance to support program effectiveness. Collaborates with the Professional Development and Technical Assistance (PDTA) and teams within the Office of School and Community Nutrition Programs in strategic planning activities for professional development and education activities focused on CACFP operations and other specific areas as appropriate. Develops training curricula materials, CACFP Operations and Administration resources and other technical assistance tools. Conducts trainings and technical assistance for Maryland agencies that align with USDA guidance for CNP and the Dietary Guidelines for Americans. Implements and coordinates trainings, presentations, and workshops at local, State, and national conferences. Develops and implements initiatives aligned with USDA guidance and the Department for CACFP focused on Operations and Administration.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Early Childhood Education, Nutrition, Public Health/Administration, Management, or a related area.

**EXPERIENCE:** Three (3) years of professional experience in Child nutrition program administration; child care management; or related area is required. Conducting training and working in the childcare environment is preferred.

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

**ESSENTIAL REQUIREMENTS:** Knowledge of federal laws and regulations governing food service and Child and Adult Care Food Programs; knowledge of United States Department of Agriculture (USDA) regulations; knowledge of financial management, food safety, CNP program policies, menu planning, food production and preparation; skill in organizing, developing, and conducting training programs; skill in developing and interpreting policies and procedures, assess programs, identify problems, and determine improvements/solutions; ability to organize and manage multiple tasks; adult learning, ability to communicate effectively and establish and maintain effective working relationships in a team environment.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.on.JobAps) (or complete an MSDE Application on [marylandpublicschools.org](http://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 III, CACFP Training Specialist** - Contractual #227021- JobAps #16-005298-0006 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 October 21, 2016 - Open Until Filled.