

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE June 28, 2016 BOARD MEETING**

I. Appointments Grade 19 and above:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
Golson, Keshawn	Education Program Specialist I, Coordinator of Approaching Targets	22	Student Family and School Support	TBD
Shockley, Christy	Fiscal Services Administrator V (Budget Branch Chief)	22	Business Services, Budget Branch	TBD

II. Appointments Grade 18 and below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
Cline, Matthew J.	Teacher, Academic - Resource	IEPP	Career and College Readiness, Juvenile Services Education Program	06/22/16
Falloon-Hosley, Michelle D.	Teacher, Academic – English	IEPP	Career and College Readiness, Juvenile Services Education Program	06/22/16
Graham, Sidonni	Vocational Rehabilitation Specialist I	12/3	Vocational Rehabilitation Services	06/08/16
Hummer, Ryan W.	Teacher, Academic – Social Studies	IEPP	Career and College Readiness, Juvenile Services Education Program	06/22/16
Tichinel, Tammy R.	Teacher, Academic – Itinerant Career and Technology Education/GED Administrator	IEPP	Career and College Readiness, Juvenile Services Education Program	06/22/16
Wootten, Jacob J.	Teacher Supervisor, School Psychologist	IEPP	Career and College Readiness, Juvenile Services Education Program	09/03/16
Wright, Leah B.	Teacher, Academic – Office Systems Management	IEPP	Career and College Readiness, Juvenile Services Education Program	07/20/16

III. Other Actions: Promotional

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
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Karen B. Salmon, Ph.D.
Acting State Superintendent of Schools

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June 28, 2016

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Keshawn L. Golson
Position: Education Program Specialist II, Coordinator, Approaching Targets Grants
Division: Student, Family and School Support
Salary Grade: State Salary Grade: 22
Annual Salary Grade: \$64,608 - \$103,743
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Possession of a Master's Degree or equivalent 36 credit hours of post-baccalaureate course work in Education, Education Administration/Supervision, Educational Research, Education Policy or a related field.

EXPERIENCE:

Five years of administrative or teaching experience in, or affiliated with, an education program, including two years of experience in coordinating or administering an education program or service directly related to the position; experience coordinating a school improvement program is preferred.

DESCRIPTION:

The Approaching Targets Coordinator serves as the lead technical program expert responsible for administering and managing, coordinating and evaluating federal grants including: Title I 1003 (a) Approaching Targets Grants under ESEA Flexibility, and Title I, Part A, Educating the Disadvantaged.

QUALIFICATIONS:

Education:

University of Maryland (Baltimore, Maryland) 2001- Master of Arts Degree in Instructional Systems Development

Lincoln University (Lincoln University, Pennsylvania) 1999 – Bachelor of Science Degree in Political Science and Secondary Education

Experience:

The School District of Philadelphia (Philadelphia, Pennsylvania)

2015 – Present: Executive Director of Federal Programs, Design and Implementation

2014 – 2015: Executive Director of Federal Programs

Office of the State Superintendent of Education (Washington, D.C.)

2013 – 2014: Program Officer, Grants Management and Compliance

Baltimore City Public Schools (Baltimore, Maryland)

2008 – 2013: Educational Specialist II/Title I – Targeted Assistance/School-wide Programs and Maryland ESEA Flexibility Plan

Non-Public Educational Services Inc. (Woodbridge, Virginia)

2008: Title I Instructional Supervisor

2007 – 2008: Regional Project Director, Supplemental Education Services (SES)

2006 – 2008: Regional Education Trainer, Quality Control Program Specialist

EMPLOYMENT STATUS:

New Hire



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June 28, 2016

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Christy Lee-Shockley
Position: Fiscal Services Administrator V (Budget Branch Chief)
Division: Business Services
Salary Grade: State Salary Grade: 22
Annual Salary Grade: \$64,608 - \$103,743
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Bachelor's Degree from an accredited college or university in Business Administration, Finance, Accounting, or a related area. Master's Degree and/or CPA a plus.

EXPERIENCE:

Five (5) years of professional experience with analyzing and developing financial, budget, and control systems for multiple programs. Two years of experience with Maryland State budgeting procedures and/or management – supervisory experience desired.

DESCRIPTION:

This is a professional position serving as the Chief of the budget Branch. This position is responsible for the development, justification, execution, and analysis of the Department's budgets. The Department's budgets exceed \$7 billion annually, include more than 40 programs, and involve General, Federal, Special and Reimbursable fund sources.

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QUALIFICATIONS:

Education:

Strayer University (Owings Mills, Maryland) 2014 - Master's Degree in Business Administration Public; 2011 - Bachelor's Degree in Accounting; 2008 - Associate's Degree in Accounting, Certified Public Accountant (Candidate)

Experience:

Department of Labor, Licensing and Regulation (Baltimore, Maryland)

2010 – Present Administrative Program Manager IV- Director of Financial Management Systems and Procurement

Traffipax, Inc. (Linthicum Heights, Maryland)

2009 – 2010 Senior Financial Analyst

America On-Line (AOL), LLC (Dulles, Virginia)

2006 – 2009 Accountant

Robert Half International (Baltimore, Maryland)

2005 - 2006 Accountant (On contract to America On-Line)

All Risks, LTD (Cockeysville, Maryland)

2004 – 2005 Accounting Coordinator

AON Risk (Owings Mills, Maryland)

1999 – 2004 Senior Accounting Analyst

Neighbor Care (Baltimore, Maryland)

1998 - 1998 Accounts Payable Coordinator

Baltimore Healthy Start (Baltimore, Maryland)

1996 – 1998 Accountant

EMPLOYMENT STATUS:

New Hire

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE December 08, 2015 BOARD MEETING**

I. Appointments Grade 19 and above:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
Lawson, Ph.D., Sylvia A.	Deputy State Superintendent for School Effectiveness	ES 09	Office of the State Superintendent	TBD
Visintainer, Ed.D., Carol	Assistant State Superintendent, Curriculum Assessment and Accountability	ES 07	Office of Teaching and Learning	TBD
Secrist, Gayle P.	Chief of Staff to the State Superintendent of Schools	24	Office of the State Superintendent	TBD
Booker-Dwyer, Tiara	Ombudsman	22	Office of Communications, Chief of Staff	TBD

II. Appointments Grade 18 and below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
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III. Other Actions:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
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June 28, 2016

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Sylvia A. Lawson, Ph.D.
Position: Deputy State Superintendent for School Effectiveness
Division: Office of the State Superintendent of Schools
Salary Grade: State Salary Grade: ES 09
Annual Salary Range: \$114,874 - \$153,532
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Master's Degree or 36 post baccalaureate credit hours of coursework in Education or Education Administration/Supervision.

EXPERIENCE:

Extensive experience in educational supervision and management in the areas of school administration, school improvement, program assessment, and teacher/principal/leadership development.

DESCRIPTION:

This is a professional position serving as the Deputy State Superintendent for School Effectiveness. This position serves as the Chief Performance Officer (CPO) and leads efforts to provide the Department and the Local Education Agencies (LEA) with actionable information about student learning as quickly and precisely as possible. The CPO leverages Maryland's robust data infrastructure, providing ongoing research and data analysis that will help inform more precisely where problems and opportunities lie in our schools, works with the Superintendent and the State Board of Education to develop clear metrics for status, progress, and goals for every school, district, and student group in the state, and directly oversees the Division of Academic Policy and Innovation, Division of Educator Effectiveness, Division of Student, Family and School Support, and the Office of School and Community Nutrition Programs.

QUALIFICATIONS:

Education:

Doctor of Philosophy in Instructional Leadership for Changing Populations, 2011 College of Notre Dame of Maryland, Baltimore, MD
Induction Into: Kappa Delta PI Honor Society: 4.0 GPA

Certificate of Advanced Studies in Education, 2006 College of Notre Dame of Maryland, Baltimore, MD

Master of Education, 1981 East Carolina University, Greenville, NC

Bachelor of Science, 1979 Pfeiffer College, Misenheimer, NC

Honor Graduate: Cum Laude

Distinction in Athletics Award: Member of Women's Basketball/Softball/and Field Hockey Teams

Experience:

Assistant Superintendent of School Administration:

Charles County Public Schools La Plata MD (2013-Present)

Duties and responsibilities: evaluate principal performance; provide managerial oversight for all schools; provide leadership and direction to school administrators in all areas of school management including financial management and parent/community interaction; organize and conduct monthly meetings for administrators in combination with the Office of Instruction; develop and instruct meetings for new administrators and vice principals; facilitate planning of the Ronald G. Cunningham leadership institute; develop and support professional development activities for school administrators that are aligned to system goals; develops professional leadership opportunities for aspiring school leaders; manages student services; coordinate planning of all high school graduation programs; assists in monthly Board student recognition; review and approve all out-of-county/out-of-state and overnight field trip requests; reviews and approves outside agencies request for distribution of materials in schools; collaborates with the Coordinator of Student Activities about athletics and student government events; collaborates with the hearing officer and reviews disciplinary matters referred to the Superintendent level; facilitates the appeal process for certified staff regarding grievances; assists with bus accidents and emergency transportation situations; reviews incident reports from schools; report required information regarding student discipline to the Maryland State Department of Education; work with school principals and other central office departments to resolve parental concerns and issues; organize and conduct parent advisory committee meetings on a quarterly basis; ensures fair and adequate distribution of resources to schools.

Principal: Northern High School Owings, MD (2011-2013)

Duties and responsibilities: instructional leader; school improvement team; crisis team; staff development; emergency preparedness coordinator; field trips; core lead liaison; PTSO liaison; professional planning community liaison; faculty meeting development; public relations and press

releases; staff evaluation and supervision; budget development; master schedule; fire drills; student code of conduct and emergency plan development; intervention/remediation; school safety and security coordinator; field trips; fundraisers; and hiring of new staff. 2011 Principal of the Year recipient for Calvert County.

Principal: Southern Middle School, Lusby, MD (2007-2011)

Duties and responsibilities: maintenance of a safe and orderly environment; setting academic standards for students, faculty, and staff; supervision of faculty and staff; oversight of the school budget; observations and evaluations; tracking student improvement and IEP goals; parent community involvement; state testing; and hiring of new staff.

Principal: Benjamin Stoddert Middle School Waldorf, MD (2000-2007)

Duties and responsibilities: maintenance of a safe and orderly environment; setting academic standards for students, faculty, and staff; supervision of faculty and staff; oversight of the school budget; observations and evaluations; tracking student improvement and IEP goals; parent community involvement; state testing; and hiring of new staff.

Vice-Principal: Thomas Stone High School, Waldorf, MD (1999-2000)

Duties and responsibilities: student discipline; conduct attendance and disciplinary hearings; supervision of all areas of the school to ensure a safe and orderly environment; testing coordinator; teacher evaluations; building supervisor; special-education department supervisor; and supervisor of extracurricular programs.

Vice-Principal: McDonough High School, Pomfret, MD (1994-1999)

Duties and responsibilities: student discipline; conduct attendance and disciplinary hearings; maintenance of a safe and orderly environment; minority achievement program coordinator; testing coordinator; curriculum development assessment coordinator; teacher evaluations; extracurricular activities; federal forms; field trips; Maryland Public Secondary School Athletic Board of Control representative.

Vice Principal: John Hanson Middle School, Waldorf, MD (1993-1994)

Duties and responsibilities: student discipline; after school recreational program; free and reduced lunches; bus discipline; substitute teachers; federal forms; teacher evaluations and teacher observations.

Teacher: McDonough High School, Pomfret, MD (1987-1993)

Duties and responsibilities: health and physical education department chairperson; health and physical education instructor; member of the Charles County Health curriculum committee; AIDS education committee; District IV MPSSAA basketball representative; head coach basketball and softball; and District IV state basketball tournament director.

Teacher: McColl High School, McColl, SC (1981-1987)

Duties and responsibilities: health and physical education department chairperson; health and physical education instructor; athletic director; head girls basketball, volleyball, and softball coach; and chairperson for the Minority Excellence Program.



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June 28, 2016

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Carol Visintainer, Ed.D.
Position: Assistant State Superintendent
Division: Curriculum, Assessment and Accountability
Salary Grade: Executive Salary Scale – ESS 06
Annual Salary Range: \$92,333 - \$123,236
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Master's Degree or 36 credit hours of post-baccalaureate coursework in Education, or Education Administration/Supervision.

EXPERIENCE:

Extensive experience in educational supervision and management in the areas of school administration, school improvement, school performance, program assessment, and teacher/principal/leadership development.

QUALIFICATIONS:

Education:

Doctor of Education in Educational Leadership and Innovation, 2002. Wilmington College, New Castle, DE Dissertation: The relationship between two state-mandated, standardized tests using the norm referenced Terra Nova and the criteria-referenced performance assessment developed for the Maryland School Performance Assessment Program (MSPAP).

Master of Arts in Instructional Systems Development, 1987. University of Maryland, Baltimore County. Masters Thesis: The use of problem solving software to teach thinking skills. Received award for the Outstanding Research Presentation for the combined graduate schools UMBC/UMAB: Social Sciences, Masters Degree.

Bachelor of Science in Science Education (Chemistry), 1974. Florida State University, Tallahassee, FL. Graduated Cum Laude.

Maryland Advanced Professional. Endorsements: Superintendent, Secondary Principal and Supervisor, Chemistry, Mathematics, and General Science (5-12).

Experience:

Adjunct Instructor (part time), Delaware Technical and Community College – Terry Campus, Dover, DE, January 2015 – May 2015. Taught undergraduate mathematics.

Adjunct Supervisor of Interns (part time), Salisbury University, Salisbury, MD, January 2014 – December 2014. Supervised and evaluated student interns for the Education Dept. in 16 – 24 week field experience placements in Talbot and Caroline County Public Schools.

Assistant Professor; Adjunct Coordinator, Wilmington University, New Castle, DE, February 2011 – May 2013. Serve as instructor in the doctoral program (research methods courses), and as advisor/dissertation chair or committee member for doctoral candidates. Assisted the department with admissions, curriculum development, and other tasks as needed. Continued work with dissertation candidates (part time) through May, 2015.

Assistant Superintendent for Instruction, Talbot County Public Schools (TCPS) Easton, Maryland, 2004-2008. Responsible for: TCPS Master Plan; all phases of TCPS curriculum, instruction, and assessment, including special education and ELL; pupil services; and staff development for administrators. Responsible for phased implementation of high school One-to-One Laptop initiative, including planning, vendor selection, and comprehensive staff development, resulting in increased student achievement and significant advances in technology skills of students and staff.

Director of Secondary Schools, Caroline County Public Schools (CCPS) Denton, Maryland. 2001 - 2004. Responsible for curriculum, instruction, assessment, and staff development for five secondary schools. Increased instructional time for math, targeted reading, and technology-based writing. Increased AP offerings and participation. Secured three-year \$968K Comprehensive School Reform grant, and administered \$575K Challenge Schools improvement grant. State-Level Committees, Maryland State Department of Education (MSDE) - Science curriculum team: helped author the High School Core Learning Goals for Science (physics); Served on various 3-12 assessments committees: test specification, content coordination, and standard setting.

Principal, North Caroline High School (CCPS). 1999-2001. Responsible for a school with 1030 students and 90 professional and support staff. Increased AP enrollment. Implemented an academic advisory program. Managed school operations during a \$17 million occupied/phased renovation and major addition.

Supervisor of Instruction (CCPS). 1991 -1999. Provided curriculum development, instructional supervision, and staff development, particularly in mathematics, science, technology and assessments. Supervised new teachers/and new teacher mentor program, high school lead-teacher staff development team, and teacher peer coaching teams at elementary and middle levels.

Assistant Principal, Colonel Richardson Middle School (CCPS). 1988-1991. Responsible for student discipline and master schedule.

Teacher, North Caroline High School (CCPS): 1977-1988; and in Florida: 1975-1977. Taught chemistry, physics, mathematics, computer application and computer programming courses.



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June 28, 2016

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Gayle P. Secrist
Position: Chief of Staff to the State Superintendent of Schools
Division: Office of the State Superintendent of Schools
Salary Grade: State Salary Grade: 24
Annual Salary Range: \$73,612 - \$118,197
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Master's Degree or equivalent combination of education and professional experience in Education or Education Administration/Supervision.

EXPERIENCE:

Six years experience in Education Administration and/or Business Management.

DESCRIPTION:

This is a professional position that provides leadership, guidance, and coordination for major statewide initiatives including strategic planning. Coordinates the activities of the MSDE divisions to facilitate effective system operations. Serves as a liaison between MSDE, and the Local Superintendents of Schools and the various constituencies.

QUALIFICATIONS:

Education:

GROVE CITY COLLEGE: Grove City, PA
May 1975: Bachelor of Music, Magna Cum Laude

Data Processing Institute Computer Courses
Baltimore, Md

Salisbury State College Education and Computer Courses
Salisbury, MD

Experience:

Talbot County Public Schools: Easton, MD

Director of Support Services (07/2013-Present)

- Managed the school systems administrative services including Plant Operations, Transportation, Food Services, School Safety and Security, and Communications.
- Served as Chief Executive Officer for the school system in the absence of and as designated by the Superintendent.
- Developed facility expansion and renovation programs, supervised plan construction, updated annually the Capital Improvement Program and Educational Facilities Master Plan. Managed real estate assets and administered community use of school facilities.
- Assisted in setting job performance standards and in the development of criteria for the evaluation of non-certified employees.
- Assisted in the development of Board agenda and supporting documents, presenting to the Board as appropriate.

Executive Assistant to the Superintendent and Board of Education (07/2011-06/2013)

- Prepared written correspondence and media information for the Superintendent and the Board of Education.
- Developed and implemented system wide communications plan.
- Authored press releases, media advisories, and informational materials. Served as point of contact for media inquiries.
- Managed the execution of special events, school visits, and coordinated Superintendent initiatives.
- Coordinated and managed Board of Education meetings, minutes and support documents, meeting setup, technology requirements and media coverage.
- Supervised the Communications/Website Facilitator and Receptionist.

School Manager (01/2003-06/2011)

- Supervised all school based non-certified staff, including recruitment, hiring, training, supervision, scheduling of work and evaluations.
- Managed the school's facility and grounds and related equipment assets, administered community use of school facilities, monitored construction and major system repairs, and assured the building's safety and security.
- Served as advisor to the school Principal and staff on budget, administrative, personnel, facility, information technology and support service matters.
- Served as the School Administrator.
- Coordinated and served as the school resource for all aspects of implementation, compliance and documentation of school related laws, regulations, statutes, rules and policies, including the Teacher and Support Staff Negotiated Agreements.

Product Development Corporation: Hanover, MD

Manager Initial Support Services (09/2001-12/2002)

- Provided analytical support services to the Distribution Business Units, as well as to the Senior Vice President of Operations
- Coordinated bid proposals for major new client business, created Master Schedule, standardized leasing agreements and procedures to be used in all regions.

Assessment Systems, Inc.: Landover, MD

Operations Manager (07/1999-07/2001)

- Responsible for overall management for regional operations for outsource contracts for the state of Maryland and District of Columbia. Managed professional testing, licensing and related records. Maintained client relations, insured contract compliance and prepared new initiatives to address changing needs while upgrading customer service. (4 senior supervisors, 4 supervisors, 60 employees)

Harte Hanks Direct Marketing: Baltimore, MD

Vice President of Operations, Mailing Services (05/1998-06/1999)

- Managed mailing operation, annual volume of 400 million pieces, with full responsibility for profit and loss, as well as client development, operation integrity, product quality and technology enhancement. (3 managers, 4 supervisors, 150 employees)

Vice President of Fulfillment Services (4/1995-04/1998)

- Managed fulfillment operation, with full responsibility for profit and loss, as well as client development, staff development, operations integrity, product quality and technology enhancement. (3 managers, 4 supervisors, 95 employees)

Interactive Marketing Services: Ridgely, MD

Director of Operations (09/1992-03/1995)

- Managed operations including customer service, data entry, mail opening/cashiering, distribution/warehouse, shipping/receiving, telemarketing and maintenance departments. Responsible for efficient workflow, quality of services/product, sales/estimating support, and profit and loss. (2 managers, 5 supervisors, 125 employees)

Thompson Publishing Group: Salisbury, MD

Operations Manager (05/1990-06/1992)

- Managed ongoing operations of the Data Processing, Customer Service, Distribution, and Account Representative departments of the Fulfillment Services Division. Responsible for efficient workflow, quality of services/product, evaluation and recommendation of new systems, profit and loss. (3 supervisors, 40 employees)

USA Fulfillment: Church Hill, MD

Operations Manager (02/1989-05/1990)

- Responsible for Data Entry, Telemarketing, Data Processing, Cashiering, Shipping, Warehouse and Customer Service departments. Developed and maintained budget and responsible for profit and loss. Responsible for efficient workflow and processes relating to service provided promotion, direct mail and catalog customers. Provided sales and estimating support and responded to customer complaints. (5 supervisors, 40 employees)

Port City Press: Pikesville, MD

Bindery Supervisor and Composition Administrative Supervisor (02/1987-02/1989)

- *Bindery:* Responsible for Bindery department, Shipping department and work in process warehouse, developed and maintained budget, met schedules, implemented efficient work flow and processes, and produced a quality product. (3 foreman, 58 employees)
- *Composition:* Responsible for planning, markup and billing of composition projects, as well as for the production of work flowing through the Electronic Composition facility and offsite operation. (3 leads, 29 employees)

Waverly Press: Easton, MD

Research and Development Project Manager (1981-02/1987)

- Responsible for researching and implementing systems and equipment to improve the efficiency and profitability of the printing division. (2 analyst programmers)

Talbot County Public Schools: Easton, MD

Choral Director (1975-1980)

Taught music related courses, business class, directed musicals and choral concerts.

EMPLOYMENT STATUS:

New Hire



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June 28, 2016

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Tiara D. Booker-Dwyer
Position: Ombudsman
Division: Communications, Office of Chief of Staff
Salary Grade: State Salary Grade: 22
Annual Salary Range: \$68,608 - \$103,743
Effective Date: TBD

JOB REQUIREMENTS:

Education:

A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Education, Education Administration/Supervision, Educational Research, Education Policy or a related field.

Experience

Five (5) years of professional teaching, administration or policy experience in or affiliated with, an education program, including two years of experience coordinating partnerships and teams directly related to education policy and curriculum issues.

DESCRIPTION:

This position is responsible for responding to various citizen issues and concerns received on a daily basis. Responds to a high volume of telephone contacts per day that must be answered or calls returned, in addition to requests for assistance from staff of the Governor's Office, the Lt. Governor's Office, Senators, Delegates and other elected officials. This position serves as the point-of-contact for the Governor's Office receiving a high number of sensitive and complex issues that require immediate attention and follow-up. Most issues require an interpretation of a state or local rule, regulation, policy or procedure. This position is also responsible for a volume of written responses to correspondence received from the Governor's Office or from the State Superintendent.

Qualifications:

Education

Graduate Certificate in School Administration and Supervision (ISTE Cohort) <i>The Johns Hopkins University, Baltimore MD</i>	2012 – 2013
Doctoral Candidate, Master of Arts in Biology <i>The Johns Hopkins University, Baltimore, MD</i>	2003 – 2008
Bachelor of Science in Biology, <i>Suma Cum Laude</i> <i>Lincoln University, Oxford, PA</i>	1999 – 2003

Experience

Education Program Specialist

Maryland State Department of Education 2014 – Present

- Provide leadership, coordination, and expertise to local school systems, postsecondary institutions, and other agencies to plan, develop, and implement computer science, engineering, technology education, financial literacy, and family and consumer science programs of study.
- Develop, coordinate, and facilitate professional learning experiences for administrators, teachers, and school counselors.
- Assist in Departmental initiatives related to STEM education and school reform.
- Develop and manage budgets, grants, requests for quotes, requests for proposals, and contracts.

Program Director

Maryland Business Roundtable for Education 2013 – 2014

- Developed strategic alliances and worked collaboratively with businesses, governmental agencies, local school systems, and institutions of higher education to implement programs designed to prepare K-12 students for future job markets.
- Collaborated with the Maryland State Department of Education to develop and facilitate professional learning experiences for administrators and teachers on Maryland's College and Career Ready Standards and PARCC Assessments.
- Managed projects for businesses, governmental agencies, and institutions of higher education that focused on STEM education.
- Developed resources to improve parent and family engagement in K-12 education.

Lead Subject Matter Expert

AP Ventures 2013 – 2015

Led content development teams in the creation of online professional learning courses and toolkits focused on Maryland's College and Career Ready Standards for the Maryland State Department of Education.

Interim STEM Coordinator and Education Program Specialist

Maryland State Department of Education 2011- 2013

- Provided leadership and expertise to local school systems and institutions of higher education in the development and implementation of comprehensive STEM curricula and programs.
- Developed and managed budgets, grants, requests for quotes, requests for proposals, and contracts.
- Established STEM Standards and supporting instructional resources for administrators, teachers, and students.
- Convened and led interdisciplinary curriculum teams in the development of vertically and horizontally aligned curricula for grades K-12.

STEM Program Director*Indian Creek Upper School*

2007 – 2011

- Wrote and oversaw grants for STEM program funding.
- Designed criteria for admitting students into the STEM program.

Courses Taught: Advanced Placement Biology, Biology, Anatomy and Physiology, and Introduction to Physical Science

- Designed and implemented interdisciplinary course curricula and laboratory experiments that aligned to state standards.
- Developed the Advanced Placement Biology course.
- Created online science modules for students.

Advanced Placement Biology Exam Reader*College Board*

June 2010

Evaluated and scored the free response section of the 2010 Advanced Placement Biology exam.

Biology Instructor*University of Phoenix*

2009 – 2010

Course Taught: Biology 100 – Introduction to Biology

- Facilitated active learning in an online environment.
- Designed interactive science modules.
- Conducted virtual biology labs.

Biology and Developmental Biology Teaching Assistant*The Johns Hopkins University*

2004 – 2005

Courses Taught: General Biology and Developmental Biology

- Designed and conducted weekly lectures.
- Developed, administered, and graded weekly laboratory quizzes.
- Proctored and graded monthly exams.

Science Instructor*University of Maryland Baltimore County Upward Bound Program*

2003 – 2009

Courses Taught: Biology and Chemistry

- Designed and implemented course curricula and laboratory experiments that aligned to state standards.
- Developed and administered performance-based learning assessments.
- Promoted student achievement and tracked student success.

EMPLOYMENT STATUS:

Internal Promotion