



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

OFFICE OF INSTRUCTION AND ACADEMIC ACCELERATION

September 14, 2007

- POSITION TITLE:** Education Program Manager I (Director, Office of School Innovations)
- POSITION NUMBER:** 085070
- SALARY:** State Salary Grade 23
\$63,087-\$92,090
- LOCATION:** 200 West Baltimore Street
Baltimore, Maryland 21201
- NATURE OF WORK:** This is a professional position serving as the Director of the Office of School Innovations responsible for providing leadership and management of provisions specified in the Maryland Public Charter Schools Act of 2003, the Public Residential Boarding Education Program School Act of 2006, and the federal Charter Schools Grant Program.
- DUTIES AND RESPONSIBILITIES:** Provides leadership, support, and accountability to new and creative educational initiatives in Maryland public schools including providing leadership and direction for the design, development, implementation and evaluation of the Maryland Public Charter School Program; works directly with local school systems to provide guidance and technical assistance on best authorizing practices as well as technical assistance in implementing the public charter school law; plans, organizes and conducts workshops for charter school applicants and authorizers; analyzes and presents data with regard to progress of the program; assists with audits and the dissemination of information; manages accountability, oversight and resource allocation of the federal grant program; conducts onsite evaluations and audit reviews on grant expenditures; provides leadership and technical assistance to the SEED School of Maryland, a public statewide residential boarding school serving at-risk youth in grades six through twelve.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** A Master's Degree is required; course work in Education program Supervision or Administration is desirable.
- EXPERIENCE:** Six (6) years of professional experience in educational management. Three (3) years of the required experience must have included direct supervision of other professional employees or administrative experience in establishing and/or coordinating an education program.
- NOTE:** A Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Education Supervision/Administration, Curriculum and Instruction, Special Education, Guidance and Counseling or a related field may be substituted for one year of the required experience.
- ESSENTIAL REQUIREMENTS:** Knowledge of curriculum and instruction; knowledge of school improvement and research based practices; knowledge of the principles and practices of establishing education programs and school program management; knowledge of preparing budgets and managing financial resources; knowledge of the principles of effective supervision, management, organizational/strategic planning, and staffing; skill in implementing, monitoring, program evaluations; skill in managing multiple tasks and interpreting, summarizing and presenting information; skill in directing and managing staff and in analyzing and formulating feasible recommendations regarding solutions to issues; ability to exercise initiative and sound judgment in making decisions; ability to develop and initiate policies and procedures and to present recommendations clearly and concisely; ability to communicate effectively with executive level staff and local school system officials; ability to establish and maintain effective working relationships with various public and staff.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

Applicants must include their resume and complete a Maryland State Department of Education Application for Employment indicating Position# 085070, Education Program Manager I (Director, Office of School Innovations). The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201; for inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at www.marylandpublicschools.org. All applications must be received by the closing date.

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:

October 5, 2007