



POSITION ANNOUNCEMENT

Lillian M. Lowery Ed.D
State Superintendent of Schools

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

DIVISION OF CURRICULUM, ASSESSMENT, & ACCOUNTABILITY CURRICULUM BRANCH

August 1, 2014

POSITION TITLE: Education Program Supervisor, COORDINATOR OF MATHEMATICS

POSITION NUMBER: 087628

SALARY: State Salary Grade 22
Annual Salary Range: \$63,341 - \$92,485

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This position is a professional position responsible for the coordination of all activities of the Office of Mathematics for Kindergarten through High School.

DUTIES AND RESPONSIBILITIES: Provides direct content-specific leadership and oversight to state educational programs, projects, and initiatives in mathematics within the division; ensures facilitative processes and high quality deliverables associated with the Maryland College- and Career- Ready Standards for mathematics, the aligned assessment system, and the Bridge Validation Projects for Algebra; supervises all staff specialists and support staff working with the mathematics content office; provides fiscal accountability for all programs, projects, and initiatives within the mathematics content office; collaborates with other curriculum coordinators to prioritize projects to facilitate the timelines, deployment of personnel to projects through collaboration and frequent communication with Department of Curriculum, Assessment, and Accountability Directors.

MINIMUM QUALIFICATIONS: **EDUCATION:** Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Education, Educational Administration/Supervision or a related field. Degree in Mathematics desired; certification in Mathematics is preferred.

EXPERIENCE: Five (5) years of professional administrative, accountability or teaching experience in or affiliated with an education program including two (2) years of experience in coordinating or administering an education program or service directly related to Mathematics. Experience with K-12 Mathematics programs preferred; experience in developing and/or reviewing assessment items desired.

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: Expert knowledge of mathematics content, the Maryland College and Career Readiness Standards, and trends, regulations, policies, and issues affecting mathematics education; skill in curriculum and curriculum resource development; skill in developing and presenting professional development programs; ability to plan and facilitate meetings; ability to balance and prioritize activities to meet deadlines; ability to lead a team and establish and maintain effective working relationships; ability to communicate effectively, both orally and in writing.

PROCEDURE FOR APPLICATION:

Applicants must include their resume, a complete Maryland State Department of Education (MSDE) Application for Employment indicating application for Position # 087628 - **Education Program Supervisor, COORDINATOR OF MATHEMATICS - Division of CA&A (Curriculum, Assessment, & Accountability)** - 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 or faxed to 410-333-8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website at www.marylandpublicschools.org/MSDE/aboutmsde/jobs.

All applications must be received by the Closing Date.

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:

Open until Filled