



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 INSTRUCTION

June 25, 2012

Maryland Public Secondary Schools Athletic Association (MPSSAA)

“Maryland Public Secondary Schools Athletic Association” (MPSSAA) CONTRACTUAL POSITION (CTR# 151-13)

- POSITION TITLE:** Staff Specialist III, MPSSAA Coordinator of Officials (part-time)
- SALARY:** State Salary Grade 18
Annual Salary Range: \$46,563 - \$67,912 (To be prorated 50%)
- LOCATION:** 200 West Baltimore Street
Baltimore, Maryland 21201
- NATURE OF WORK:** This is a 50 percent part-time contractual position responsible for assuring coordination of the Maryland Public Secondary Schools Athletic Association’s (MPSSAA) certification process for local sports officials’ organizations and for monitoring compliance.
- DUTIES AND RESPONSIBILITIES:** Serves as liaison between local secondary education agencies and sports officials organizations; coordinates the school sports officials’ registration process, to include distribution of rule books and interpretation materials, planning rules clinics, and assisting local officials groups in their service to member schools; coordinates the selection, notification, and evaluation of officials working playoff sports events; assists in the selection and evaluation of rules interpreters and facilitates their activities; monitors local sports officials organizations’ compliance with MPSSAA regulations; coordinates sales of rule books to outside organizations; establishes and maintains a data base of Maryland registered officials and local sports officials organizations.
- MINIMUM QUALIFICATIONS:** **Education:** A Master’s degree or equivalent 36 hours of post-baccalaureate course work in Education, athletics administration, or a closely related field is preferred.
Experience: Five years of interscholastic or collegiate athletics officiating, or as an assigner, or as a commissioner of a Local Board of Officials.
NOTE: Two additional years of experience directly related to the position may be substituted for the Master’s Degree
- ESSENTIAL REQUIREMENTS:** Knowledge of interscholastic athletic programs; skill in both verbal and written communications; skill in maintaining a computerized data base and in generating related reports; ability to take a leadership role in facilitating the MPSSAA officials’ certification process and monitoring compliance; ability to plan and organize multiple activities; ability to work as part of a team and to establish and maintain harmonious and effective working relationships with diverse groups.

PROCEDURE FOR APPLICATION:

Applicants must include their resume, and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for **Staff Specialist III, MPSSAA Coordinator of Officials CTR# 151-13**. 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 at the address on the Position Announcement 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 possible 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