



# 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

## EDUCATOR EFFECTIVENESS

January 11, 2019

### MARYLAND PUBLIC SECONDARY SCHOOLS ATHLETIC ASSOCIATION

**POSITION TITLE:** Staff Specialist III, MPSSAA Coordinator of Officials

**POSITION NUMBER:** 335848 JobAps # 19-005298-0001

**SALARY:** State Salary Grade 18  
Salary Range: \$50,897- \$74,233

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

**NATURE OF WORK:** This is a 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 rules application compliance and collaboration with officials and athletics safety standards.

**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 including compliance with safety protocol; 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; knowledge of athletics safety standards including concussion protocol and associated training awareness programs; skill in both verbal and written communications for the purposes of conflict resolution; 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 and rules application; 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:**

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [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, MPSSAA Coordinator of Officials, contractual position #103055 (JobAps #19-005298-0001)**. 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:**

For immediate consideration please submit your application by **January 25, 2019** - Open until filled.