



POSITION ANNOUNCEMENT

Jack R. Smith, Ph.D.

Interim 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 AND ACCOUNTABILITY

October 25, 2015

MARYLAND PUBLIC SECONDARY SCHOOLS ATHLETIC ASSOCIATION

POSITION TITLE: Education Program Specialist I, Assistant Director
Maryland Public Secondary Schools Athletic Association (MPSSAA)

POSITION NUMBER: 039566/JobAps # 15-005055-0024

SALARY: Grade 21 Standard Salary Schedule
\$60,543 - \$88,424

LOCATION: Nancy S. Grasmick Education Building
200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position serving as Assistant Director of the Maryland Public Secondary Schools Athletic Association (MPSSAA) responsible for providing technical assistance to local school systems for the organization, development, and administration of high school athletic events for the state's public schools and promotes high school athletics as an integral part of the total educational program.

DUTIES AND RESPONSIBILITIES: Provides technical assistance to local school systems and secondary schools in the implementation of an education-based athletics program; coordinates MPSSAA activities authorized under Maryland regulations on behalf of the public high schools in the state; assists with administration of MPSSAA state tournaments; manages official entry of teams into state tournament play, including seeding process; coordinates state tournament financial reconciliation of receipts and payments; serves as liaison to media outlets for state tournaments; assists with communication and public relations for MPSSAA and represents Maryland high school athletics on the state and national level.

MINIMUM QUALIFICATIONS: **EDUCATION:** Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Education, Educational Administration/Supervision, Athletic Administration, or a closely related field.

EXPERIENCE: Four (4) years of professional administrative, coaching, and/or teaching experience in or affiliated with an education program including two (2) years of experience in coordinating or administering an athletic program or service directly related to the position. Leadership experience with a secondary school interscholastic athletic program is preferred.

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: Knowledge of State high school athletics administration; knowledge of Maryland State Board and MPSSAA regulations governing interscholastic athletics; knowledge of the principals of planning, budgeting, and management; skill in managing multiple tasks and time sensitive deadlines; skill in organizing multiple schedules; ability to provide sound guidance and interpretation of rules and regulations; ability to think innovatively with a futuristic approach; ability to resolve conflict and communicate effectively both orally and in writing.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) which is the preferred method for submitting 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 - **Education Program Specialist I - Assistant Director for Maryland Public Secondary Schools Athletic Association (MPSSAA) Position# 039566 - Jobaps# 15-005055-0024** 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 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:

Applications should be received by, November 6, 2015