Powered by JobAps
print page

Executive Director - Office of the State Board of Education

Executive IX

Recruitment #22-009609-0001

DEPARTMENT	MSDE - Office of the State Superintendent
FILING DEADLINE	3/11/2022 11:59:00 PM
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Christopher King
WORK LOCATION	Baltimore City

Introduction

The Maryland State Department of Education is dedicated to supporting a world-class educational system that prepares all students for college and career success in the 21st century. With excellent stewardship from our divisions, we oversee State and federal programs that support the needs of a diverse population – students, teachers, principals, and other educators throughout Maryland.

GRADE

State Executive Pay Plan (EPP 006)
Annual Salary Range: $126,205 - $172,051

LOCATION OF POSITION

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

Main Purpose Of Job

The Executive Director provides the highest levels of program direction and guidance to the officers and members of the Maryland State Board of Education (State Board) to ensure the effective and independent functioning of the State Board, which sets educational policy and standards for Maryland's 1,400 public schools in 24 school systems, serving over 800,000 children, as well as Maryland's childcare industry. The position serves as the executive liaison between the State Board, Maryland State Department of Education (MSDE), its advisory bodies and the public in fulfillment of the State Board's statutory, policy making, regulatory, and administrative responsibilities. The position works proactively with the State Superintendent and the MSDE executive leadership team to carry out the policies, goals, and initiatives of the State Board. The position also represents the State Superintendent in communicating with MSDE staff the expectations and informational needs of the State Board.

POSITION DUTIES

Provides the highest levels of executive program direction and guidance to the officers and members of the State Board to ensure the effective and independent functioning of the State Board in fulfillment of its statutory, policy making, and regulatory responsibilities. Serves as the de facto Chief Operating Officer for the State Board President and participates as a member the MSDE executive leadership team; collaborates and communicates closely with the State Superintendent, the executive leadership team, and the MSDE Assistant Attorney General to ensure that the State Board's expectations and concerns are considered and resolved. Provides pro-active, expert input and perspective on key policy issues. Preserves the State Board's institutional memory to help ensure consistency of action on key initiatives over an extended period of time and during turnover among appointed Board members. In consultation with the State Board, researches and analyzes information on various major education policy topics of interest to or under consideration, emerging issues and national trends, and best/effective governance practices facing the State Board and makes appropriate recommendations. Reviews, updates, and advises/proposes recommendations on education policy, governance, and operations. Represents the State Board and serves as a liaison between the State Board, State Superintendent/MSDE Staff, Governor's Office, the Accountability and Implementation Board, state and local policy makers, education associations / organizations, members of the public, and other stakeholders. Provides executive leadership in activating the State Boards new standing and Ad Hoc committees; in serving as a liaison between standing committees and MSDE management; and in helping guide the actions of the standing committees.

Plans and directs all activities and logistics related to meetings of the State Board of Education. Provides executive support to the State Board and State Board members and oversees the Office's administrative functions. Supervises the Office of the Executive Director's staff.

The position provides executive leadership over the administrative functions of the Office of the State Board of Education; prepares publications of all State education regulations issued by the State Board; processes Maintenance of Effort Waiver Requests from county/city governments, communicates with the Office of the Attorney General regarding legal issues

MINIMUM QUALIFICATIONS

EDUCATION: A Master's Degree or 36 post baccalaureate credit hours of coursework in Education, Public Administration or a related field.

EXPERIENCE: Five years of administrative, management and/or executive experience in an education or related field/program.

DESIRED OR PREFERRED QUALIFICATIONS

- Demonstrated deep pre-k through 12 subject matter expertise, with a proven track record of excellence, especially in developing and administering educational policies and standards during periods of dramatic educational reform; knowledge of State and national education policy issues; ability to interpret federal and State policies, regulations, laws, and procedures; ability to find, analyze, and present information in a smart, effective manner; ability to offer critical, constructive advice and suggestions.

- Demonstrated keen political savvy to advise the State Board on how to carryout successfully its priorities in Maryland's dynamic educational environment; ability to build and nurture effective partnerships and alliances; ability create and maintain a strong customer service orientation; demonstrated experience in working with elected officials and senior stakeholder officials.

- Demonstrated ability to effectively work at senior levels as a member of an executive / senior leadership team; ability to effectively and collaboratively work as a team member and with external constituents; ability to communicate effectively both orally and in writing; ability to interface, impact and influence at all levels within the organization.

- Demonstrated ability to effectively lead and manage the activities of a governing board; solid management skills, with the capability to effectively manage projects and processes across multiple areas of an organization; knowledge of the principles of management, administration, and supervision; skill in organizing and managing multiple tasks under tight deadlines; ability to delegate direction and manage multiple initiatives simultaneously; ability to assess and identify problems and recommend appropriate improvements and solutions; ability to use sound judgment; ability to respond to inquiries with timely, accurate, and logically sound information.

LIMITATIONS ON SELECTION

Applicants must consent to State and FBI (CJIS) background check as a routine procedure for all employees. 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.

Conclusion

For immediate consideration please submit your **interest letter**, **resume** –and- **application** by March 11, 2022.

FURTHER INSTRUCTIONS

To apply for this position online go to MSDE Jobs on JobAps (or complete an MSDE Application on marylandpublicschools.org) –and– **attach your interest letter and resume.** On-line applications (and resumes) are the preferred method for receiving your application/attachments. 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 **Executive Director, Office of the State Board of Education (Executive IX) position# 039449 (JobApps 22-009609-0001)**. 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.

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.

---

45 Calvert Street, Annapolis, MD 21401

300-301 West Preston Street, Baltimore, MD 21201

Toll Free (800) 705-3493