

## Program Approval Coordinator

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**Salary:** up to \$135,450/year

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.

The Program Approval Coordinator's main purpose is to facilitate the approval, monitoring, and annual reporting for Maryland-approved teacher, specialist, and administrator preparation programs leading to educator certification.

The Coordinator is responsible for the statutory and regulatory responsibilities related to the initial and ongoing approval of educator preparation programs located in Maryland Institutions of Higher Education and those alternative programs located in Maryland local education agencies that lead to educator certification. This includes participation in the development and implementation of regulations and guidance used to approve and monitor educator preparation programs, as well as providing technical assistance to educator preparation programs regarding the application process, renewal process, site visit expectations, and annual data collection requirements.

This position will also implement the requirements of the Blueprint for Maryland's Future and the Maryland State Department of Education's Strategic Plan to ensure that Maryland educators are prepared to teach all of Maryland's students. Lastly, the Coordinator is responsible for reviewing and approving Continuing Professional Development credits submitted to the State by local education agencies, independent vendors, and Institutions of Higher Education.

The Program Approval Coordinator is required to spend a moderate amount of time performing duties at colleges, universities, and local education agencies throughout the state. This position requires the individual to discharge the essential job functions and assigned duties independently with little or no supervision.

### **Minimum Qualifications:**

**Education:** A Master's degree or the equivalent of 36 credit hours of post-baccalaureate course work from an accredited college or university.

**Experience:** Five years of administrative or teaching experience in, or affiliated with, an education program, ***including two years of experience directly related to Educator Preparation Program accreditation, development, or evaluation of effectiveness and/or compliance.***

Notes:

1. Candidates may substitute a Bachelor's Degree and 7 years of experience directly related to the position option for the required education.

2. Candidates may substitute the possession of a Doctorate degree at an accredited college or university in a field related to the position for one year of the required experience.

**Desired Qualifications:**

Preference will be given to applicants who possess the following preferred qualification(s). Include clear and specific information on your application regarding your qualifications.

- Knowledge of trends, regulations, policies, and issues affecting teacher education programs
- Experience reviewing/evaluating teacher certification requirements
- Experience as a teacher mentor, coach, or working with education interns
- Experience with educator preparation program accreditation protocols, policies or compliance
- Knowledge of, or experience with, alternative teacher certification programs
- Experience collaborating or working with Institutions of Higher Education, including Online Program Management