



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

APPLICATION SPECIALIST/PROJECT MANAGER

LOCATION:

DEPARTMENT OF INFORMATION TECHNOLOGY

POSITION SUMMARY:

Performs planning, installation, maintenance, and training for all Calvert County Public Schools computerized applications. Applications will consist of Calvert County Public Schools built applications, off the shelf applications, and web based applications. Serves as Project Manager for all network and operational related planning, installation and maintenance issues. Responsible for all project timelines and their completion. Provides large group and individual training on all applications. Participates in the development and maintenance of software systems. Assists the Supervisor of Information Technology in identifying and procuring necessary technology projects. The work requires specialized training in the Information Technology field and considerable experience.

REPORTS TO:

Supervisor of Information Technology

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. Bachelor's degree in computer science or related field preferred.
2. Five years of progressively responsible information technology experience that includes a proven responsibility for application support, training, and project management.

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Knowledge of Microsoft applications.
2. Knowledge of acceptable training procedures.
3. Knowledge of Microsoft Project or equivalent.
4. Acceptable project management techniques
5. Ability to train large groups and individuals on computer applications
6. Communicate project plans and timelines to management teams
7. Effectively communicate complex technical issues orally and in writing
8. Apply analytical skills to solve complex technical problems and recommend solutions

9. Establish and maintain effective working relationships and good customer service
10. Deal effectively with the public

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Provides support for all computerized applications.
2. Develops, coordinates, and conducts selected district wide training programs for all levels of personnel.
3. Provides individual and group remedial computer training.
4. Prepares and monitors Information Technology project plans.
5. Tests and analyzes new computer applications.
6. Determine and organize schedules for the implementation of new and enhanced software.
7. Design and implement method to measure effectiveness of training and software.
8. Communicates project timelines with management teams.
9. Documents all procedures, policies and configuration information.
10. Provides customer support to resolve network and operational problems.

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

Performs related work as required or assigned by Supervisor of Information Technology.

PHYSICAL DEMANDS:

Regular operation of computer equipment. Transport and unpacking of items not to exceed 50 pounds per carton.

UNUSUAL DEMANDS:

Workers may be put on call and subject to call back.

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications and experience applied to the salary schedule for support employees. All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools’ website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools

1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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