

Specialist III-System Learning Development

The System Learning & Development (SLD) team advances Baltimore City Public Schools' commitment to developing a high-performing workforce equipped to lead, learn, and contribute to improved outcomes for students. Guided by the belief that every employee can lead from their seat, the team develops coherent systems for professional learning, employee experience, leadership development, organizational effectiveness, and workforce growth.

The Specialist III - System Learning & Development leads the planning, development, implementation, and evaluation of professional learning and organizational development initiatives that support employee effectiveness and organizational health. The position manages a portfolio that may include mandatory compliance training, learning management system administration, course intake and approval processes, learning content development, facilitation of leadership and employee development programs, and districtwide learning initiatives. The Specialist works across departments to establish systems, standards, and processes that ensure learning experiences are relevant, accessible, compliant, and aligned with district priorities.

Essential Functions

- Contribute to the development and implementation of districtwide learning, leadership development, and organizational development strategies.
- Design, facilitate, manage, and evaluate professional learning and employee development programs for diverse employee groups.
- Lead the planning, implementation, oversight, and improvements of mandatory compliance training and other assigned districtwide learning requirements.
- Administer learning management system (LMS) processes including course development, publishing, enrollment, completion tracking, reporting, quality assurance, and user support.
- Establish and maintain standards for learning design, content quality, accessibility, course approval, and recordkeeping.
- Conduct needs assessments, research, and data analysis to identify workforce development needs and improve program effectiveness.
- Build productive partnerships within Human Capital teams, and among schools, district offices, and other professional learning providers.
- Design and implement coaching, train-the-trainer, facilitation, consultation, and leadership development approaches that build organizational capacity.
- Lead and support cross-functional projects, initiatives, and workgroups involving multiple stakeholders and competing priorities.
- Prepare reports, presentations, recommendations, communications, and other materials to support learning, decision-making, information-sharing, and stakeholder engagement.
- Model collaborative leadership, continuous learning, professionalism, adaptability, and a solutions-oriented approach.

- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.

Maximum Salary \$129933.00

Minimum Salary \$85709.00

Desired Qualifications

- Bachelor's degree from an accredited college or university required; master's degree preferred.
- At least three years of relevant full-time professional experience required. Competitive candidates will have at least five years of progressively responsible, relevant professional experience.
- Demonstrated experience designing, facilitating, and evaluating professional learning or employee development programs.
- Experience managing projects and initiatives involving multiple stakeholders and competing priorities.
- Knowledge of adult learning principles, instructional design methodologies, and professional learning best practices.
- Knowledge of workforce policies, compliance requirements, and applicable federal, state, and local regulations affecting employee learning and development, or demonstrated ability to acquire such knowledge quickly.
- Experience using learning management systems (LMS) or demonstrated ability to rapidly learn and administer such systems.
- Strong analytical, organizational, written, verbal, facilitation, and presentation skills.
- Demonstrated ability to work independently, collaborate across teams, and influence without direct authority.
- Commitment to equity, continuous learning, and the development of others.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application

- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: <http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

This position is affiliated with the Paraprofessional and School-Related Personnel (PSRP) bargaining union.

This position is affiliated with the City Retirement Plan.

In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$85,709- \$102,003).