

POSITION TITLE: Education Policy Specialist

CENTER: Center for Education Policy and Practice

BARGAINING UNIT: Professional Staff Association (PSA)

AUTHORITY AND RELATIONSHIP: Reports to the Assistant Executive Director for Center for Education Policy and Practice

JOB SUMMARY: The Education Policy Specialist will serve as a team member under the direction of the Assistant Executive Director (AED) for the Center for Education Policy and Practice (CEPP). The Education Policy Specialist is responsible for researching, monitoring, and developing analyses of public education policies in order to support local affiliates with guidance on implementation and bargaining support as needed. The specialist will utilize current research in the development and analysis of policies.

The Education Policy Specialist will network with education stakeholders, association leaders, and UniServ directors as appropriate; scheduling, planning, and conducting training for diverse audiences; and staying abreast of current policy trends in education on the local, state, and federal levels. This includes expanding our influence and reach through various policy forums and fellow education related professional organizations.

This specialist is responsible for attending and participating in both internal and external meetings and programs and activities that are relevant to the goals of the association.

The Education Policy Specialist will also assist association leaders, members, and UniServ directors in supporting MSEA's strategic objectives.

RESPONSIBILITIES:

- Maintain expert knowledge of research literature; monitor, promote, and disseminate research on state, national, and international trends in public education policy related to assigned areas of specialization.
- Serve as a policy information source for the state association, UniServ directors, and local affiliates regarding matters pertaining to CEPP to address member concerns and monitor policy changes for potential impact on members.
- Maintain a strong understanding of the Code of Maryland Regulations (COMAR), the *Blueprint for Maryland's Future Law* and other education reform programs, laws, policies, procedures, and regulations to assist local associations with planning and policy implementation guidance.
- Monitor and recommend education policies and procedures, legislative policies, and regulations for internal and external communications.
- Establish and strengthen partnerships with diverse stakeholders, organizations, as well as governmental educational agencies to accomplish MSEA's strategic goals and the CEPP objectives.
- Create or contribute to advocacy and research publications of use to school professionals based on the trends and best practices identified in the research, including the development of research policy/white papers.

- Ability to communicate and disseminate current and emergent policies, best practices, and implementation information and updates in a variety of settings such as webinars, facilitated meetings, communication briefs, etc.
- Develop and maintain working relationships with appropriate persons or groups in the Maryland State Department of Education (MSDE), the State Board of Education (SBOE), Professional Standards and Teacher Education Board (PSTEB), and other state agencies in support of MSEA Center for Education Policy and Practice public agenda.
- Monitor SBOE and PSTEB meetings/activities as needed, and communicate with members of the SBOE, PSTEB, MSDE staff, and legislators on issues within assigned areas of specialization and provide content support to MSEA government relations staff on these issues; provide periodic updates, briefings, information, and recommend action.
- Monitor, advise, and advocate regarding legislative and regulatory proposals that impact education, including major policy interventions.
- Disseminate information on professional practices in areas such as instructional resources, student assessments (formative and summative), and performance evaluations, etc.
- Attend local/state/regional/national conferences, workshops, events, and trainings that are relevant to public policy, research, school improvement, student achievement, professional development, and other emergent educational issues to remain knowledgeable and aware of best practices and current research, as approved by the AED.
- Work with CEPP team and NEA EPP team to stay abreast national policy and practice campaigns to accomplish MSEA's Strategic objectives.
- Research and apply for funds from approved associations and organizations providing relevant grants that support the CEPP objectives; monitor progress and budget as needed.
- Serve as liaison to MSEA committees and/or workgroups as assigned. Assist the committee with carrying out the goals and charges as established by the MSEA Board of Directors.
- Recommend policy updates that can be included MSEA publications and resources.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree required in public policy and/or education-related fields. Master's degree in preferred.
- Three to five years of experience working on local, state and or national education reform issues.
- Two to five years of experience providing policy research support for advocacy efforts and developing written analyses of public policy for internal and external stakeholders. A focus on education policy is preferred.
- Working knowledge of current federal laws, policies, and regulations related to K-12 public education and higher education, and students with disabilities.
- Experience in data analysis to support bargaining around education reform policies and regulations.

- Experience as presenter and/or facilitator with a wide range of technical skills, principles, and practices; experience implementing and utilizing adult learning theory.
- Experience communicating and collaborating with a diverse community.
- Demonstrated ability to influence, motivate, or lead persons or groups in gaining compliance with association objectives and policies through persuasion or negotiation.
- Demonstrated ability to exercise independent and expert judgment, initiative and resourcefulness.
- Demonstrated ability to identify and analyze various options in determining an appropriate course of action.
- Demonstrated ability to manage multiple projects simultaneously with a high level of efficiency and accuracy.
- Experience and commitment to working in a team environment and the willingness to share responsibilities with colleagues.
- Demonstrated ability to work with confidential data and maintain confidentiality.
- Demonstrated proficiency in verbal and written communication.
- Demonstrated ability to use computer programs such as Microsoft Outlook, PowerPoint, Excel, Word, and Publisher.
- Willingness and ability to work long hours, nights and weekends, and to travel statewide on short notice to assist with member issues and professional development as required.
- Working knowledge of learning management systems and online platforms highly desired.
- Has, or is able to obtain and maintain, a driver's license.

ADDITIONAL QUALIFICATIONS:

- Broad understanding of the critical issues and problems facing the public schools and public school employees in Maryland.
- Demonstrated ability to effectively navigate education training platforms.
- Experience in union environment, government agency, public sector organization, or non-profit.
- Experience in working in a progressive, member-driven environment.

MSEA is an EQUAL OPPORTUNITY EMPLOYER.

Date of Employment: As soon as possible
Submission deadline: April 27, 2021
Email address: careers@mseanea.org
Mail address: Bernadette Joe Maddox
Maryland State Education Association
140 Main Street Annapolis, MD 21401-2020
Compensation: Starting Salary: \$80,739