



# Maryland State Board of Education

200 W. BALTIMORE STREET / BALTIMORE, MARYLAND 21201-2595 / (410) 767-0467

## **RECRUITMENT ANNOUNCEMENT:**

### **SEEKING CANDIDATES WITH BUSINESS ADMINISTRATION EXPERTISE TO SERVE ON THE BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS**

The Maryland State Board of Education is conducting a targeted search for candidates with business administration expertise to serve on the Baltimore City Board of School Commissioners. Applicants should possess a high level of knowledge and experience in corporate, non-profit, small business management and/or administration.

The Baltimore City Board of School Commissioners is responsible for raising the level of academic achievement among students in the Baltimore City Public School System and improving the management and administration of the city's public school system. Regular public meetings of the Board are held on the second and fourth Tuesday of each month. Commissioners are appointed for three year terms of office and receive no financial compensation for their service on the Board.

#### **ELIGIBILITY:**

In accordance with §3-108.1 of the Education Article, Annotated Code of Maryland, candidates must be residents of Baltimore City and, for this targeted recruitment, meet the member qualifications outlined for business administration expertise. Specifically, the individual shall possess a high level of knowledge and expertise concerning the successful administration of a large business, non-profit, or governmental entity and shall have served in a high level management position within such an entity. In addition, the ideal candidate will have demonstrated experience with budgets, fiscal oversight, systems management, operations and/or other business related functions. Applicants should be at least 18 years of age.

#### **APPLICATION:**

To apply, interested individuals must **submit all of the following information to the Maryland State Board of Education by 4:30 p.m. on Tuesday, August 2, 2016.** Incomplete applications will not be considered.

1. A letter expressing the applicant's desire and willingness to serve on the Baltimore City Board of School Commissioners and indicating the strengths that the applicant would bring to the City Board;
2. A brief record of the applicant's personal and professional history and experience, specifically highlighting relevant business skills and experiences that meet the above listed qualifications;
3. Proof of Baltimore City residency (Provide 2 of the following: a copy of the applicant's driver's license; voter registration card; utility bill; rent receipt; or verifiable lease agreement); and
4. The names, addresses, and phone numbers of three references.

This information can be mailed, emailed, faxed or hand delivered to the following. If emailing your application, please indicate "BCBOSC Application" in the subject line.

Office of the Maryland State Board of Education  
Attn: Miya T. Simpson, Ph.D.  
200 West Baltimore Street  
Baltimore, MD 21201-2595  
Fax (410) 333-2226  
[miya.simpson1@maryland.gov](mailto:miya.simpson1@maryland.gov)

An application shall be deemed to have been transmitted by the prescribed deadline if all required information has been received by email, United States mail, fax or hand delivery to the Office of the Maryland State Board of Education by 4:30 p.m on Tuesday, August 2, 2016.

Once the deadline for submissions has passed, the Board will review all applications. Applicants will be notified concerning the status of their applications and subsequent steps in the State Board's recruitment effort. All candidates should be prepared to answer the following questions:

1. Have you had a civil judgment levied against you in the past five years?
2. Have you been convicted of a criminal violation?
3. Are you currently involved in either civil or criminal litigation?
4. Have you been disbarred from practicing law or had your license to practice a profession suspended or revoked?
5. Are you current on your taxes and other regulatory filings?
6. Is there anything that the State Board should know about you that has the potential for causing embarrassment to the citizens of Baltimore City if you were selected to serve on the Baltimore City Board of School Commissioners?
7. If you answered "Yes" to questions 1, 2, 3, 4, or 6, please explain why you should be considered for appointment to the Baltimore City Board of School Commissioners.

Applicants must be prepared to provide verification of all information included in their application materials.