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Department of Special Education Instructional Facilitator, Nonpublic Services and Special Education Compliance

A completed application includes all application materials and three supervisory references.

*This position will close on **August 16, 2016.***

Applicants are encouraged to submit their materials in a timely fashion.

DESCRIPTION

Working under the direction of the Executive Director of Special Education and Student Services and Coordinator of Special Education, the Instructional Facilitator for Nonpublic Services and Special Education Compliance facilitates the referral, placement, and monitoring of students placed in nonpublic schools by the Howard County Public School System (HCPSS). Provides consultation, guidance, and professional development for school system staff on the requirements of the Individuals with Disabilities Education Act (IDEA) and the Code of Maryland Annotated Regulations, (COMAR).

ESSENTIAL JOB FUNCTIONS

- Works to carry out the mission and goals of the Department of Special Education and the Howard County Public School System
- Communicates effectively and interacts positively with students, parents, staff, and the community
- Serves as chairperson of the Central Educational Placement Team (CEPT), supporting school system staff in the identification and placement of students in nonpublic schools
- Assists with planning and supporting the transition of nonpublic school students to least restrictive placements in the school system
- Represents the HCPSS in the county's Local Care Team (LCT) and provides education expertise to council members
- Provides countywide consultation and professional development regarding IDEA and COMAR compliance
- Receives and responds to due process, mediation, and conflict resolution requests as well as MSDE complaints within required timelines
- Provides support for Department of Special Education and school staff at IEP team meetings regarding compliance with IDEA and COMAR
- Provides assistance in monitoring implementation of procedural safeguards within the HCPSS
- Travels to nonpublic schools to support and monitor the implementation of the individualized education programs (IEP) of HCPSS students, as well as individual student progress and performance

- Develops conflict resolution settlement agreements, as requested
- Identifies and selects parent surrogates
- Develops procedures and process to assure compliance with local, state, and federal mandates by HCPSS
- Prepares reports as needed to fulfill job responsibilities

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

QUALIFICATIONS

Applicants must meet all of the qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

- Hold a Current Maryland certification in Special Education or a related area with the Administrator I endorsement OR be eligible for the endorsement by December 30, 2017
- Five years successful experience in special education or a related field
- Thorough knowledge of IDEA law and regulations, Parental Rights and Procedural Safeguards, and COMAR regulations regarding the identification and placement of students in special education and in non public schools
- Demonstrated ability in developing, implementing and monitoring budgets
- Knowledge of current court decisions involving special education
- Outstanding oral and written communication skills
- Demonstrated abilities in planning and conducting professional development

PREFERRED QUALIFICATIONS:

- Evidence of ability to manage multiple tasks in a flexible manner
- Cultural proficiency, sensitivity, and appreciation for all families, staff and students
- Knowledge of trends in special education
- Knowledge of general education curriculum Pre K-12
- Experience in a variety of assessment instruments and student evaluation technique
- Demonstrated ability to work cooperatively and positively with professional staff, parents, students and community groups
- Juris Doctor (preferred)

SALARY

This is a 12 month position on the current HCAA salary scale ([http:// www.hcpss.org/employment/agreements.shtml](http://www.hcpss.org/employment/agreements.shtml)). Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION

A complete online application and all application materials, including reference surveys, must be submitted in a timely fashion.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Current salary

ADDITIONAL INFORMATION

There will be a pre-screening of applicant credentials before inviting candidates in for an interview. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Only applicants who submit all of the application materials by the closing date of the vacancy will be considered for this position.

Equal opportunity employer