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Facilitator, Special Education Compliance Department of Special Education

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

*This position is posted until filled, with an initial screening date of **August 6, 2018**.*

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

DESCRIPTION

Working under the direction of the Instructional Facilitator for Nonpublic Services and Special Education Compliance, the Special Education Compliance Facilitator assists with ensuring the provision of special education services in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA), the Code of Maryland Annotated Regulations (COMAR), and HCPSS policies and procedures.

ESSENTIAL JOB FUNCTIONS

- Supports the vision for the Howard County Public School System and the Department of Special Education initiatives related to implementing and monitoring procedural safeguards for students in public and nonpublic schools.
- Provides guidance for the referral, eligibility, and placement of Howard County Public School System (HCPSS) students receiving special education services.
- Provides consultation and direct support for Department of Special Education and school staff at IEP team meetings regarding compliance with IDEA, COMAR, and local procedures.
- Maintains the special education handbook and other staff and parent resources.
- Writes procedures and processes to ensure compliance with local, state, and federal policies and mandates.
- Assists with professional development on IDEA and COMAR compliance to staff in schools and central office; Supports parent and community training initiatives.
- Leads initiatives and coordinates technical support for the electronic IEP system.
- Assists with chairing the Central Educational Placement Team (CEPT) meetings for nonpublic school placements.
- Assists with developing timely responses to requests for due process, mediation, state complaints and supports the coordination of school teams' actions related to implementing dispute resolution agreements and corrective action procedures.
- Prepare essential documents such as data reports, memos, internal technical support guides, conflict resolution settlement agreements.
- Provides support for the school system representation on Local Care Team (LCT) and informs other council members about school system services.

- 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, through case management.
- Communicates effectively and interacts positively with students, parents, staff, and the community.

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 or be eligible for a Maryland Educators Advanced Professional Certificate with an endorsement in special education or a related area
- Have five years of 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 effective case management
- Experience with budget development and management
- Knowledge of current court decisions involving special education
- Outstanding oral and written communication skills
- Demonstrated abilities in planning and conducting professional development

PREFERRED QUALIFICATIONS:

- Current Maryland Educators Certificate with the Administrator I endorsement
- Evidence of ability to manage multiple tasks in a flexible manner
- Cultural proficiency, sensitivity, and appreciation for all families, staff and students
- Knowledge of nonpublic schools in Maryland
- Knowledge of trends in special education
- Knowledge of general education curriculum PreK-12 assessment instruments/student evaluation techniques

SALARY

This is a 12-month position on the current HCEA Other Certificated Staff salary scale. The current salary range is \$82,714-\$127,073. 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.

This is a grant-funded position. Continuation of this position beyond one year is contingent upon continued grant funding.

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 (online application, letter of introduction, resume):

- 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

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.