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Special Education Parent Liaison

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

*This position is posted until filled, with an initial screening date of **August 9, 2017**.*

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

DESCRIPTION

Under the direction of the Superintendent, the Special Education Parent Liaison serves as the connection between the district and parents of students with disabilities, implementing policies and coordinating programs to support students with disabilities.

ESSENTIAL JOB FUNCTIONS

- Supports communication between parents and district personnel to improve the quality of relationships and trust.
- Initiates and responds to parent phone calls, emails, and written correspondence related to parent involvement, school services, and/or supporting students with disabilities.
- Provides information to parents about the district's procedures and instructional programs and the names and roles of school administrators and staff members.
- Locates community resources for students and families.
- In coordination with the Family Support and Resource Center, provides information to parents about the resources available to them throughout the school system and community.
- Assists parents with the understanding of IDEA and parental rights and responsibilities.
- Helps parents who may need support or resolution concerning the IEP processes.
- Assists parents with the understanding of progress reports, school progress reports, and report cards.
- Coordinates academic-based learning opportunities/workshops for parents at flexible times.
- Monitors and maintains records as directed by the required by Executive Director of Special Education.
- Supports individual schools in building strategies to increase and strengthen parent involvement.

- Conducts professional learning sessions with staff to improve parent involvement.
- Collaborates with all staff regularly to coordinate meetings/workshops for parents.
- Supports the work of staff members within the Department of Special Education.

The above list 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 following qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

- Master's Degree in education, special education, educational administration, or a related field.
- Hold a Current Maryland certification in Special Education.
- Minimum of five (5) years of experience working in a PreK-12 educational setting.
- Knowledge of the Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Act (IDEA).
- Ability to plan, organize, manage, and implement successful programs.
- Ability to relate/interact with various cultures and social groups.
- Ability to solicit resources for district needs.
- Ability to exercise strict confidence in handling sensitive student and parent information.
- Proficient with a computer.
- Demonstrated excellence in oral and written skills.
- Ability to communicate effectively with staff, parents, community members, and public agencies.

SALARY

This is a 12-month position on the HCAA Other Certificated Staff Salary Scale, column II (<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 and the HCAA Master Agreement. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION

Please complete the online application and all application materials, including **three** reference surveys, in a timely manner.

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 the 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.