

Coordinator of Special Education Compliance, Nonpublic Services, and Family Support

ABOUT US

The Howard County Public School System (HCPSS) is one of the leading school systems in Maryland and the nation. To learn more about us and our [2024 -2029 Strategic Plan](#), please visit our [website](#) and our [careers page](#). Join our award-winning workforce and make a difference in the lives of our students!

DESCRIPTION

Under the direction of the Executive Director, Special Education, the Coordinator of Special Education Compliance, Nonpublic Services, and Family Support will ensure full compliance with all federal and state mandates for early intervention and special education services. The position's core focus is on program integrity, leading comprehensive monitoring of the IFSP and IEP processes and developing and delivering related training for both staff and families. The Coordinator is also responsible for providing critical direct fiscal oversight of the Department of Special Education's multimillion-dollar budget for nonpublic placements, management of both operating and grant fund dollars, and will supervise the Family Support and Resource team. This strategic alignment of existing resources guarantees continuity in the family support model and directly addresses current office demands, thus ensuring equitable and high-quality services that align with the HCPSS mission to maximize the potential of every student.

MINIMUM QUALIFICATIONS

Applicants must meet all qualifications below to be considered for the vacancy.

Education:

- Master's degree from an accredited college or university in Education, Special Education, Curriculum and Instruction or related field.

Certification/Licensure:

- Hold a current Maryland State Department of Education (MSDE) Professional Certificate or License in an [MSDE licensure area](#) at the time of application with any of the additional endorsements below:
 - Administrator I or II
 - Supervisor of Instruction, Assistant Principal, and Principal

Applicants who do not already possess the required licensure above may be considered if you are eligible through one of the pathways below:

- Hold a current MSDE Professional Certificate or License and complete all MSDE requirements for the Supervisor of Instruction, Assistant Principal, and Principal endorsement by the position effective date.
- Hold a current out-of-state or out-of-country educator certificate or license and possess five years of experience as an administrator in a PreK-12 setting.
- Hold a current out-of-state educator certificate or license and have completed both of the following:
 - An out-of-state program leading to administrator licensure.
 - Earned a passing score on the School Leaders Licensure Assessment (Praxis 6990).

Out-of-state applicants are strongly encouraged to begin the [application process](#) for educator licensure with the Maryland State Department of Education in addition to uploading all required materials to your HCPSS employment application.

Experience:

- Five years of experience in special education to include at least three years of instructional leadership experience.

PREFERRED QUALIFICATIONS

The ideal candidate for this role will also possess a combination of the additional qualifications below. If you don't meet every one of the preferred qualifications, we still encourage you to apply, as we welcome applications from candidates with diverse backgrounds and experiences.

- Doctoral degree or certificate of Advanced Graduate Studies in Special Education or a related area.
- Hold a current MSDE Professional Certificate or License in Generic Special Education.
- Experience monitoring and applying federal, state, and local compliance data to continuous improvement processes in special education.
- Experience developing and conducting professional learning for a variety of stakeholders in the areas of special education or instructional leadership.
- Prior supervisory experience.
- Experience managing grant and operational budgets.

ESSENTIAL POSITION RESPONSIBILITIES

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

- Supervise nonpublic and restrictive public placements (K-12) including monitoring of contracts and agreements via Case Review process and conducting visits of nonpublic facilities.
- Coordinate and oversee the District IEP process and nonpublic/more restrictive placement of students including transportation needs.
- Oversee and coordinate the Family Support and Resource Center including gathering input and feedback from community partners.
- Provide professional learning for HCPSS staff regarding Central Education Placement Team (CEPT) process and other compliance related topics.
- Support the development programs to increase schools' capacity to support children with disabilities in the least restrictive environment through data analysis, fiscal impact and program budget management.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

The below list is a summary of the knowledge, skills, and abilities required for success in this position, not an exhaustive or comprehensive list.

- In-depth knowledge of the Individuals with Disabilities Education Act (IDEA), federal and state regulations (e.g., COMAR in Maryland, if applicable), and procedural safeguards related to special education and early intervention services (Part C and Part B).
- Expert-level understanding of the Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP) processes, including development, implementation, and mandatory timelines.
- Thorough familiarity with compliance monitoring systems and program review methodologies to ensure full program integrity.
- Comprehensive knowledge of regulations governing nonpublic school placements and related financial responsibilities.
- Familiarity with best practices in family support and resource models, including techniques for empowering families to be effective partners in their child's education.
- Skill in identifying systemic areas of noncompliance and developing effective, corrective action plans.
- Skill in building strong, collaborative relationships with families, nonpublic partners, school administrators, and agency personnel.
- Skill in mediation and conflict resolution, particularly in sensitive compliance and placement discussions.
- Ability to lead for program integrity, ensuring all special education and early intervention services are delivered in full compliance with federal and state mandates.
- Ability to remain calm, objective, and professional while dealing with sensitive information and emotionally charged situations involving students and families.

ADDITIONAL REQUIREMENTS

Working Hours

This position will require occasional evening hours.

APPLICATION REQUIREMENTS

Complete applications must be submitted, and once your application has been submitted, you will not be able to add documentation or make any changes. Incomplete applications will not be considered. Resumes will not be accepted in lieu of a completed application.

Supplemental Application Questions

This position requires applicants to provide responses to the supplemental application questions below to determine whether you meet the minimum and preferred qualifications. **Please upload your responses in a separate file to the supplemental application questions section of the application.**

- 1) Please list the specific positions you have held in special education. For each, identify the position title, start and end dates, school/district, and number of direct reports or supervisory scope if applicable.
- 2) Please identify the leadership experience you have in a special education setting and highlight up to two key accomplishments or outcomes you have achieved. In your response, include the position you held and your specific role in the process.
- 3) Please describe up to two key accomplishments or outcomes you have achieved through monitoring and applying federal, state, and local compliance data to continuous improvement processes in special education.

4) Please describe up to two key accomplishments or outcomes you have achieved developing and conducting professional learning for a variety of stakeholders in the areas of special education or instructional leadership. In your response, include the position you held, the stakeholders served, and delivery method for professional learning.

5) Please describe any experience you have managing grant and operational budgets. In your response, include the position you held, the type of budget(s) managed, and the total funds managed for each.

SELECTION CRITERIA

Applicants who meet the minimum qualifications will be included in further evaluation. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

EMPLOYMENT INFORMATION

Compensation

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators-Administrators (HCASA). The [current salary range](#) for this position is in the Coordinator lane on the Central Office Administrators Scale. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is **exempt** from overtime.

Telework Program

This position is eligible to participate after the first 60 working days of employment. Telework schedules will be subject to approval and determined by the department and/or supervisor.

Retirement

Membership in the Maryland State Retirement Agency (MSRA) pension plan is a mandatory condition of employment for all employees who meet the eligibility and membership criteria defined in the State Personnel and Pensions Article and the Code of Maryland Regulations (COMAR). A qualifying employee cannot reject membership, nor can an ineligible employee elect membership. The annual contribution to the pension plan will be 7% of an employee's annual salary.

Benefits

HCPSS offers a [comprehensive benefits package](#) for eligible employees. Information about additional benefits such as paid time off can be found in the [negotiated agreement](#) for employees in this bargaining unit.

Pre-Employment Requirements

Professional references will be contacted prior to any offer of employment. Recommended candidates will be required to provide references from current and recent supervisors.

All employees, regular and temporary, must be fingerprinted, have a criminal background investigation completed, and successfully complete the Maryland Employment History Review, pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland. In addition, some positions will require completion of a

physical examination and/or drug testing.

Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the United States. HCPSS participates in E-Verify and does not offer employee sponsorship.

For questions regarding this posting, please contact Sandy Saval at sandy_saval@hcpss.org.

EQUAL OPPORTUNITY EMPLOYER

To request an accommodation during the application or interview process due to a documented disability, please email humanresources@hcpss.org.

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

Join our award-winning workforce and make a difference in the lives of our students!