

Coordinator of Special Education Compliance and Dispute Resolution

This position opens January 5, 2022 and closes January 19, 2022.

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [Strategic Call to Action](#), our mission is to ensure academic success and social emotional well-being for our more than 58,000 students in an inclusive and nurturing environment that closes opportunity gaps.

To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Working under the direction of the Executive Director of Special Education and in collaboration with the Coordinator of Special Education Compliance, Nonpublic Services, and Family Support, the Coordinator of Special Education Compliance and Dispute Resolution will advise and support staff on compliance matters consistent with the Individuals with Disabilities Education Act (IDEA), the Code of Maryland Annotated Regulations, (COMAR), and related Federal and State regulations. The Coordinator will work closely with the Office of the General Counsel and system leadership to manage of all tasks related to Maryland State Department of Education (MSDE) complaints, requests for mediation, hearing and resolution meetings, and Office for Civil Rights requests.

ESSENTIAL POSITION RESPONSIBILITIES

- Advises staff on the procedures for referral, eligibility, IEP development, placement, and IEP implementation for Howard County Public School System (HCPSS) students receiving special education services.
- Provides guidance, consultation, and direct support for central office staff and school teams regarding compliance with IDEA, COMAR, and local procedures.
- Provides recommendations and support for principals and school teams to utilize collaborative practices and informal/formal processes for resolving disputes with parents/guardians.
- Provides direct support (e.g., consultation, preparation, participation) for IEP team meetings and conferences.
- Assist with the drafting and review of procedures and processes to ensure compliance with local, state, and federal policies and mandates.
- Provides legal perspectives and guidance to Department of Special Education staff responsible for maintaining the special education handbook, HCPSS policy and procedural documents, and other resources for staff and parents.
- Receives and responds, as the HCPSS system representative, to due process and mediation requests and MSDE complaints within required timelines.
- Collaborates with general counsel to devise and implement plans for representing HCPSS in administrative proceedings initiated by parents of students with disabilities, including mediation and due process hearing procedures.
- Informs and monitors processes for the system, school(s), or staff in order to implement corrective action procedures and dispute resolution agreements in collaboration with DSE

leadership and compliance office staff.

- Conducts research on legal matters to identify relevant special education decisions from the Maryland State Department of Education (MSDE), the Maryland Office of Administrative Hearings (OAH), the United States Department of Education Office of Special Education Programs (OSEP) and/or Office of Civil Rights (OCR), United States District Court (MD), United States Court of Appeals (4th Circuit), and/or United States Supreme Court.
- Offers analysis of legal decisions and shares potential impacts on HCPSS policies and procedures.
- Prepares essential documents such as data reports, memos, internal technical support guides, and conflict resolution settlement agreements.
- Contributes to professional learning plans for school and central office staff as well as training for parents and other community stakeholders.
- Represents HCPSS in the county's Local Care Team (LCT) and provides education expertise to council members.
- Inspires the vision of the Howard County Public School System and supports the strategic initiatives of the Department of Special Education.
- Communicates effectively and interacts positively with students, parents, staff, and the community in a manner that demonstrates appreciation for diversity, equity, and inclusion.

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.

MINIMUM QUALIFICATIONS

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

Education:

- Hold a Master's degree from an accredited college or university in special education or a related field.

Experience:

- At least five (5) years of successful experience that includes progressive leadership in special education or a related field.
- Experience developing and delivering professional learning to teachers and related service providers.
- Experience interpreting and providing guidance aligned with Maryland public school law and/or special education policy.
- Demonstrated ability to provide sound guidance on topics related to special education legal matters.
- Thorough knowledge of IDEA law and regulations, Parental Rights and Procedural Safeguards, and COMAR regulations regarding the identification and placement of students in public school special education programs and nonpublic schools.

PREFERRED QUALIFICATIONS

- Doctorate of Jurisprudence from an accredited law school.
- Hold a current Maryland State Department of Education (MSDE) Advanced Professional educator certificate in special education or a related field with the Administrator I endorsement.
- Experience applying knowledge of trends or legal issues in special education and/or current court decisions involving special education.
- Knowledge of public-school education and/or general education PreK-12 curriculum.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Administrators and Supervisors Association (HCASA) employee unit. The current salary range is on the School-Based and Central Office Administrators salary scale in the Coordinator lane, \$94,475 - \$157,136. Actual salary 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.

Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.

APPLICATION REQUIREMENTS

Please complete the online application in a timely manner. There will be a pre-screening of applicant credentials before inviting candidates in for an interview. **Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** 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.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts, and educator certification documents) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

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 other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.