

## **Facilitator, Special Education Compliance**

The Howard County Public School System (HCPSS) is one of the leading 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 approximately 57,000 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/>.

This position has an anticipated start date during the current school year. Applicants currently under contract with another Maryland school district are responsible for verifying whether they would be released without prejudice if selected for this position.

### **DESCRIPTION**

Under the direction of the Coordinator of Compliance, Nonpublic Services, and Family Support, the Facilitator of Special Education Compliance assists with the ensuring the provision of special education services in accordance with federal, state, and county regulations. This position supports the *Strategic Call to Action* by developing processes and procedures to ensure that high quality special education services are delivered in a consistent and collaborative manner. The Facilitator of Special Education Compliance provides consultation and support to department and school-based staff, assists with the development and provision of professional learning, and supports the development of the department handbook and documents.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Support the vision for the HCPSS Department of Special Education initiatives related to implementing and monitoring procedural safeguards for students in public and nonpublic schools.
- Provide guidance for the referral, eligibility, and placement of HCPSS students receiving special education services.
- Provide consultation and direct support for the Department of Special Education and school-based staff at IEP team meetings regarding compliance with IDEA, *COMAR*, and local procedures.
- Maintain the special education handbook and other resources for school-based staff that ensure compliance with federal, state, and local regulations.
- Support the development of documentation and guidance tools to ensure compliance.
- Support the ongoing internal monitoring of special education documentation and alignment with state regulations to include data gathering, report development, and professional learning based upon report findings and monitoring results.
- Provide professional development to the department, administrators, and school-based staff regarding special education policies and procedures.
- Provide technical support to the department's electronic individualized education programs (IEP) system.
- Communicate effectively and interact positively with students, parents, staff, and the community.

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.

### **MINIMUM QUALIFICATIONS**

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

#### **Education:**

- Bachelor's degree from an accredited college or university.

#### **Certification:**

- Hold a current Maryland State Department of Education (MSDE) professional educator certificate with an endorsement in special education or hold licensure as a related-service provider.

#### **Experience:**

- Five (5) years of experience teaching special education or as a related-service provider.

### **PREFERRED QUALIFICATIONS**

- Hold a current Maryland State Department of Education (MSDE) professional educator certificate with an Administrator I endorsement.
- Master's degree from an accredited college or university.
- Seven (7) years of experience teaching special education or as a related-service provider.
- Six (6) months of working knowledge of IDEA law and regulations, Parental Rights and Procedural Safeguards and *COMAR* regulations, and current court decisions regarding the identification and placement of students in special education.
- Recent leadership duties, responsibilities, experience and/or roles (school or district-wide).
- Experience designing and delivering professional learning opportunities (school or district-wide).

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based upon your education, training, and experience as they relate to the requirements and preferred qualification of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Educators Association (HCEA) employee bargaining unit. The current salary range for this position is on the Other Certificated Staff salary scale. The current salary range is \$88,638.00 - \$136,173.00. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may have flexible work from home options available. Approval is based on the needs of the department and the school system.

**HCPSS encourages vaccination against COVID-19 as a continuous mitigation strategy for the health and wellbeing of students and staff.**

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a complete application.

**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 experience 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, educator certificate) are required to verify that you meet the minimum 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](mailto: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 any other characteristic protected by federal, state or local laws.