

Program Assistant, Individualized Education Program (IEP) Team Support

This position is posted to fill multiple vacancies across the school system.

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/>.

DESCRIPTION

Under the direction of the Department of Special Education (DSE) Leadership Team, the Program Assistant-IEP Team Support provides direct programmatic support to schools. The Program Assistant will perform a variety of duties to support the IEP team meeting processes. The Program Assistant will work directly with administrators or other leaders (e.g., special education team leaders) to support special education procedures including maintenance of confidential records, scheduling meetings, communication with school and central office staff, data preparation and follow-up with parents.

This is an itinerant position providing support to assigned schools based on the needs identified by the Department of Special Education Leadership Team. Under the terms of Article 12.6 of the Master Agreement for Educational Support Professionals, this position is eligible for mileage reimbursement.

ESSENTIAL POSITION RESPONSIBILITIES

- Utilize the electronic IEP system and other relevant computerized systems to support the IEP team and/or case managers.
- Assist in maintaining accurate and confidential student records pertaining to the special education process in compliance with federal, state, and local regulations (e.g., creating folder systems, printing, and filing documents, updating logs, completing Medical Assistant billing paperwork, etc.).
- Maintain a system for storing meeting confirmations and other routine paperwork in print and digital form.
- Assist special education staff with scheduling IEP team meetings and other meetings related to IEP implementation.
- Communicate with parents to send required meeting documents before and after the IEP team meetings in a timely manner.
- Assist special education staff with disseminating appropriate special education process paperwork with all stakeholders.
- Create data binders/sheets and other instructional supports needed for programs or individual students.
- Support case managers with problem solving scheduling issues.
- Assist DSE leadership and teachers with scheduling, as necessary.
- Attend specific training for special education processes and other areas of compliance and/or instruction to support IEP implementation.
- Provide other supportive measures to the IEP team as needed.

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 qualifications listed below to be considered for the vacancy.

Education:

- High school diploma or GED equivalent.

Experience:

- One (1) year of general clerical, secretarial, or administrative experience in an office environment creating or maintaining organizational systems.
- One (1) year of experience with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite, Google Suite, video conferencing software (Zoom), learning management systems (Canvas), student information systems (Synergy), data management systems (PowerSchool) or data warehouse systems (Hoonuit).

PREFERRED QUALIFICATIONS

- Associate degree, or higher, from an accredited college or university in business administration, education, or a closely related field.
- Three (3) years of experience providing support services to children and families in the areas of early intervention and/or special education.
- One (1) year of experience with Medical Assistance billing and/or documentation.
- One (1) year of experience supporting the Special Education or Section 504 process.
- One (1) year of experience providing administrative support or Special Education classroom support in a PreK-12 school setting.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications 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, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 20 on the Technical Central Office and School Based salary scale, \$40,027 - \$84,904. 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.

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 completed 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) 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
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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.