

Resource Teacher, Nonpublic Services Department of Special Education

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 Department of Special Education Resource Teacher, Nonpublic Services case manages students in nonpublic schools. This position will monitor IEP implementation of students at nonpublic schools through observations, data collection, and review; participate in IEP meetings for nonpublic students; and support the transition of students entering or returning from nonpublic schools. In addition, the Department of Special Education Resource Teacher, Nonpublic Services supports school-based teams in the development of nonpublic referrals and assists in reviewing the nonpublic referrals within an IEP meeting to make placement recommendations to nonpublic schools.

ESSENTIAL POSITION RESPONSIBILITIES

- Support the vision for the HCPSS Department of Special Education initiatives related to implementing and monitoring special education services for students in public and nonpublic schools.
- Provide case management to HCPSS students who attend nonpublic schools, including observations, data collection and review, and attendance at IEP meetings.
- Collaborate and support nonpublic students and families by providing resources both within and outside the school system.
- Participate in the Central Education Placement Team (CEPT) meetings.
- Participate in Maryland State Department of Education (MSDE) audits of nonpublic schools.
- Provide support for the Department of Special Education and school-based staff at IEP team meetings considering placement in nonpublic schools.
- Assist school-based staff with the development and implementation of instructional and behavioral interventions to prevent the need for nonpublic placements.
- Travels to nonpublic schools to support and monitor the implementation of the IEP of HCPSS students as well as individual student progress and performance through case management.
- Communicates effectively and interacts 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:

- Three (3) years of experience teaching special education or as a related-service provider.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university.
- Five (5) years of experience teaching special education or as a related-service provider.
- Recent leadership duties, responsibilities, experience and/or roles (e.g., ITL, SIT, school-based).
- Experience developing a nonpublic referral.
- Previous experience working in a nonpublic school.

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 an 11-month per year position in the Howard County Educators Association (HCEA) employee bargaining unit. The current salary range for this position is on the [11-Month Teacher Salary Scale](#). 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 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

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.