

## **Facilitator, Extended School Year Services**

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 Executive Director of Special Education and Director of Special Education, the Facilitator will plan, develop, implement, and evaluate Extended School Year (ESY) Services for students with Individualized Education Plans ages 3-21 in the Howard County Public School System. In alignment with the Strategic Call to Action, the Facilitator ensures that all ESY services are designed and implemented so that every student receives high quality ESY services to maintain identified critical life skills. With an inclusive mindset, the Facilitator ensures all students, families and staff are valued, respected, and involved.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Consults and communicates with all stakeholders to implement ESY Services (DSE Director, IFs, RTs, administrators, Summer Programs Team, transportation, food services, special education staff, families).
- Develops and implements professional learning for a variety of stakeholders (ITLS, DSE Staff, Case managers, families).
- Provides staffing and staffing support for all ESY site locations including alternative and bridge services.
- Develops and disseminates ESY resources and technical assistance materials.
- Develops and maintains ESY database.
- Ensures the HCPSS DSE adheres to all local, state, and national statutes, policies and procedures in the development, implementation, and evaluation of Extended School Year Services for students with IEPs ages 3-21.
- Provides direct assistance to school and central staff for IEP implementation and monitoring related to student outcomes.
- Completes other duties as assigned pertaining to the special education process and procedures.

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.

#### **Certifications:**

- Holds a current Maryland State Department of Education (MSDE) professional educator certificate with an endorsement in special education.

**Experience:**

- Three (3) years of work experience in special education.
- Three (3) years of experience implementing extended school year services.

**PREFERRED QUALIFICATIONS**

- Holds a current Maryland State Department of Education (MSDE) professional educator certificate with an Administrator I endorsement.
- Three (3) years of experience leading beyond the classroom or evidence of leadership roles and/or leading programs or projects.

**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](#) (HCEA) employee unit. The current salary range for this position is on the Other Certificated Staff salary scale, \$88,638 - \$136,173. 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, certification) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@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.