

Technical Assistant, 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/>.

DESCRIPTION

Under the direction of the Coordinator of Compliance, Nonpublic Services and Family Support, the Technical Assistant for Special Education Compliance will support the usage of the database for special education students including tracking and analyzing data for the Howard County Public School System. In alignment with the Strategic Call to Action, the Technical Assistant for Special Education Compliance ensures responsive and efficient operations regarding data collection, dissemination, and disaggregation so that the Department of Special Education utilizes data that is transparent and to ensure the DSE has the data to make fiscally responsible decisions.

ESSENTIAL POSITION RESPONSIBILITIES

- Ensure the HCPSS DSE adheres to all local, state, and national statutes, policies and procedures in the documentation and reporting of data submissions for students with disabilities.
- Consult and collaborate with DSE Coordinator and Resource Teacher for Special Education Compliance regarding data input, disaggregation, and reporting.
- Prepare data and reports to respond to board questions, MPIA requests, MSDE reporting and DSE requests.
- Review student documentation to ensure completion and accuracy.
- Communicate with special education case managers to address questions regarding the use of data-base tracking program.
- Organize, and disseminate special education service data.
- Support the updates and maintenance of resources for staff around the utilization of the database for tracking students with disabilities.
- Collaborate with essential data systems in HCPSS including the student information system, transportation, and medical assistance.
- Prepares and maintains reporting tools within the data-base tracking program.
- Compile and compute data using statistical formula to develop reports for state, county and public accountability.
- Prepares monthly, semi-annual, and annual reports for management of services and programs.
- Performs complex administrative tasks including those of a confidential nature.

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.

Dr. Michael J. Martirano, Superintendent

MINIMUM QUALIFICATIONS

Applicants must meet the criteria in ONE of the rows below.	
High school diploma or GED equivalent.	<ul style="list-style-type: none"> • Five (5) years of professional experience in data reporting, analysis, and monitoring. <ul style="list-style-type: none"> ○ One (1) year of experience utilizing Microsoft Office (Word and Excel) and Google Docs to create, maintain, manipulate, analyze, and organize data for reporting.
Associate degree in business administration, finance, or related field.	<ul style="list-style-type: none"> • Three (3) years of professional experience in data reporting, analysis, and monitoring. <ul style="list-style-type: none"> ○ One (1) year of experience utilizing Microsoft Office (Word and Excel) and Google Docs to create, maintain, manipulate, analyze, and organize data for reporting.
Bachelor’s degree in business administration, finance, or related field.	<ul style="list-style-type: none"> • One (1) years of professional experience in data reporting, analysis, and monitoring. <ul style="list-style-type: none"> ○ One (1) year of experience utilizing Microsoft Office (Word and Excel) and Google Docs to create, maintain, manipulate, analyze, and organize data for reporting.

PREFERRED QUALIFICATIONS

- Three (3) years of experience in a school system.
- One (1) year of experience in a school system working with the Department of Special Education processes and procedures

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 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).

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

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee bargaining unit. The current salary range for this position is on the Central Office Technical Salary Scale, Grade 21, \$45,748 - \$90,904. 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.

Under the HCPSS Telework Program, this position may be eligible for a hybrid work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

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) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

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.