

Resource Teacher, 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 Resource Teacher, Special Education Compliance. This position will develop and maintain the online database for tracking students with disabilities and their services; develop formats to document federal and state requirements for students with disabilities; provide professional learning on the usage and requirements of the special education online database system; and disseminate special education data for reports to the Maryland State Department of Education, HCPSS Board of Education, MPIA requests, etc.

ESSENTIAL POSITION RESPONSIBILITIES

- Develop, organization, storage and analysis of special education data.
- Develop documentation of special education processes and procedures as outlined in state and federal regulations.
- Collaborate with essential systems in HCPSS including Student Information System, Transportation and Medial Assistance.
- Provide professional development around the use of the online system.
- Provide data to support MSDE audits, internal audits, Child Count submissions, board reports and MPIA requests.
- 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 in Special Education 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 analyzing and interpreting data.

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 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.