

Instructional Facilitator, Elementary 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/>.

DESCRIPTION

Under the direction of the Executive Director of Special Education and Director of Special Education, the Instructional Facilitator for Elementary Special Education collaborates with a variety of stakeholders (families, staff, and students) to ensure academic, behavioral, and/or social emotional success for student in grades K-5 with disabilities. The Instructional Facilitator, through professional learning and coaching, ensures elementary school special education teams and administrators implement high quality special education services. Through their leadership, the Instructional Facilitator for Elementary Special Education ensures specially designed instruction is consistently implemented across the continuum of services at the elementary school level setting as well as provides guidance in the implementation of local, state, and federal special education procedures and policies.

ESSENTIAL POSITION RESPONSIBILITIES

- Assists schools in data analysis to improve teaching and learning.
- Supports the full continuum of services for students who have Individualized Education Programs (IEPs).
- Promotes the inclusion of students with disabilities in general education classrooms.
- Provides direct support to administrators and special education teams in a cluster of schools.
- Problem-solves issues identified by staff and parents within assigned schools.
- Facilitates and/or coaches IEP team meetings.
- Directs and coordinates the work of special education resource teachers and the behavior team to improve outcomes for students with disabilities.
- Engages in special education program development, improvement, and evaluation.
- Collaborates with other system personnel to increase student achievement.
- Conducts formal evaluations of special educators and support staff.
- Works with parents, citizen groups, advocates, and attorneys on special education issues.
- Prepares for and participates in resolving state complaints, mediations, and due process hearings.
- Provides input to develop procedures that assure compliance with local, state, and federal mandates.
- Interviews teacher candidates for positions.
- Prepares staffing records, budgets, grants, reports, and other essential documents as requested.
- Serves on committees at the state and local levels as assigned.
- Provides professional learning and support through the design, implementation, and evaluation of professional learning for the Department of Special Education, schools, school teams, and individual teachers.

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:

- Master's degree in education, special education, curriculum and instruction, administration and supervision, or a related field.

Certification:

- Hold a current Maryland State Department of Education (MSDE) professional certificate with the Special Education and Administrator I endorsements.

Experience:

- Three (3) years of teaching experience as a Special Education teacher or related service provider.
- Evidence of recent leadership roles and/or leadership experiences in special education.

PREFERRED QUALIFICATIONS

- Doctoral degree or Certificate of Advanced Graduate Studies in education, special education, curriculum and instruction, administration and supervision, or a related field.
- Hold a current Maryland State Department of Education (MSDE) professional certificate with an Administrator II endorsement.
- Three (3) years of experience conducting staff professional development, college-level teaching, or making contributions to relevant publications.
- Three (3) years of experience working with students with various disabilities in early childhood, elementary, and/or middle school settings.
- Experience with advanced databases, data analysis, and using an IEP software application.

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 Association of Supervisors and Administrators (HCASA) employee bargaining unit. The current salary range for this position is in the Facilitator, Central Office I lane on the School-Based and Central Office Administrators salary scale, \$90,540 - \$158,616. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA 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 is 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 experiences 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, and educator certificate) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Office of Human Resources
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.