

## **Financial Technical Assistant, 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/>.

### **DESCRIPTION**

Under the direction of the Executive Director for Special Education and the Program Manager, Division of Academics, the Technical Assistant provides technical and data management support to the Department of Special Education and the Office of Special Education Compliance, Nonpublic Services and Family Support with tracking and monitoring the implementation of compensatory education services for students with disabilities.

This position is grant-funded.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Manages databases of special education hearing, mediation decisions, and special education agreement awards to track and monitor the implementation, hours, and budget of compensatory education and/or recovery services.
- Compiles and analyzes data using statistical formulas to develop reports for state, county, and public accountability.
- Monitors the compensatory education budget, processes parent reimbursements and tracks service hour awards to ensure alignment with service agreements. Prepares monthly, semi-annual, and annual reports to support the management and maintenance of assigned budgets within required timelines.
- Implements procedures to ensure compliance regarding compensatory education and/or recovery services, special education agreements, special education hearing and mediation decisions, and budget timelines.
- Prepares materials and schedules meetings for the Central IEP Meetings to maintain timeline mandates.
- Provides technical support and professional development on procedural safeguards to support students with disabilities under Section 504. Prepares and distributes training and supporting materials, as appropriate.
- Maintains Family Rights and Privacy Act (FERPA) compliance in all communication with Local and State Agencies, HCPSS staff and families.
- Provides customer service and assistance to internal and external stakeholders including central office staff, school-based teams, parents and/or guardians, and community partners.

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**

A combination of education and experience may be considered.

**Education:**

Applicants must meet the criteria in ONE of the rows below.	
A high school diploma or GED equivalent	<p>Five (5) years of experience in business, accounting, finance, education, or a closely related field which includes at least:</p> <ul style="list-style-type: none"><li>• One (1) year of experience working with budgets, performing account reconciliation, and creating financial reports.</li><li>• One (1) year of experience utilizing spreadsheets to organize, manipulate, and analyze data.</li><li>• One (1) year of experience with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite, Google Suite, video conferencing software (Zoom), learning management systems (Canvas), student information systems (Synergy), or data warehouse systems (Hoonuit).</li></ul>
An Associate degree or higher	<p>Three (3) years of experience in business, accounting, finance, education, or a closely related field which includes at least:</p> <ul style="list-style-type: none"><li>• One (1) year of experience working with budgets, performing account reconciliation, and creating financial reports.</li><li>• One (1) year of experience utilizing spreadsheets to organize, manipulate, and analyze data.</li><li>• One (1) year of experience with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite, Google Suite, video conferencing software (Zoom), learning management systems (Canvas), student information systems (Synergy), or data warehouse systems (Hoonuit).</li></ul>

**PREFERRED QUALIFICATIONS**

- Bachelor's degree from an accredited college or university.
- Proficiency performing multiple advanced functions in Microsoft Excel to manipulate and analyze large volumes of data.
- Previous work experience in a PreK-12 school setting.

**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).

**A skills assessment may be administered to evaluate proficiency with Microsoft Excel prior to interview.**

### **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 Technical Central Office and School Based salary scale, Grade 22, \$51,477 - \$98,627. Step placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP 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) 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.