

Coordinator of Section 504 and Student Services Initiatives

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 Program Innovation and Student Well-Being, the Coordinator of Section 504 and Student Services Initiatives will provide leadership to support the school system's mission. The Coordinator has the primary responsibility for developing, implementing, and monitoring Section 504 Plans for the Howard County Public School System. The implementation of Section 504 Plans is a federal requirement and key to remove barriers and improve access for students with Section 504 Plans. The Coordinator will also support other programs and initiatives within the Department of Program Innovation and Student Well-Being. This is a supervisory position.

ESSENTIAL POSITION RESPONSIBILITIES

- Utilize knowledge of the Rehabilitation Act of 1973 to provide leadership and expertise in the development and implementation of Section 504 Plans.
- Collaborate with other educational program departments to provide students with Section 504 Plans the accommodations and support systems needed to ensure that they achieve their academic potential.
- Develop and implement professional learning for administrators and case managers in collaboration with other offices to ensure that students are able to access appropriate instructional support.
- Provide leadership for the school system's efforts to ensure equitable access to instruction and assist with the monitoring and facilitation of protocols for students and families in the programs.
- Develop the Section 504 budget and monitor related expenditures.
- Support families with Section 504 Plan concerns through providing information and investigating concerns.
- Serve as the point person for service animals and restraint compliance for HCPSS.
- Ensure the validity of data shared with Maryland State Department of Education (MSDE) concerning students with Section 504 Plans, students receiving restraint, and related matters.
- Provide support to the Restraint Workgroup of HCPSS staff, students, family members, and community members as well as workgroups on other Student Services topics such as bullying and general education behavior plans.

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 experience and education may be considered.

Education:

- Master's degree from an accredited college or university.

Certification:

- Hold a current Maryland State Department of Education professional certificate with the Administrator I endorsement.

Experience:

- Five (5) years of preK-12 educational experience.
- Two (2) years of experience developing and implementing Section 504 Plans.
- Two (2) years of experience providing leadership to school system staff members.
- Experience managing multiple projects.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in education, psychology, counseling, social work, curriculum and instruction, administration and supervision, or a related field.
- Two (2) years of experience with one or more of the following:
 - Experience with Functional Behavioral Assessments (FBAs) and developing/monitoring the implementation of Behavior Intervention Plans (BIPs) and Student Support Plans (SSPs).
 - Experience designing and implementing professional development.
 - Experience with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite, Google Suite, learning management systems (Canvas), student information systems (Synergy), student management systems (TIENET), or data warehouse systems (Hoonuit).

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 a 12-month per year position in the Howard County Association of Supervisors and Administrators-Administrators (HCASA). The current salary range for this position is in the Coordinator lane on the School-Based and Central Office Administrators Scale, \$99,497-\$163,849. 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.

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, educator certificate) 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.