

## **Special Education Team Leader (Non-Teaching)**

### **DESCRIPTION**

Under the principal's direction, the Special Education Team Leader, a special education teacher collaborates with the principal to support the individual school's needs related to special education. Within the educational setting, this position will lead the special education team to ensure the instruction of individual students (including co-planning, co implementation, and co-evaluation of student programming) and compliance with IDEA and COMAR. The Special Education Team Leader works closely with a variety of departments and divisions within HCPSS to coordinate services for students with disabilities. This position is a non-teaching position and is located in select elementary schools and all middle schools and high schools.

The four essential components of this job responsibilities include:

1. Compliance with IDEA and COMAR.
2. Knowledge of curriculum, instruction and assessment.
3. Development of professional learning opportunities regarding high leverage and evidence-based practices.
4. Team leadership through oversight , management and communication.

### **MINIMUM QUALIFICATIONS**

**Applicants must meet all qualifications below to be considered for the vacancy.**

#### **Education:**

- Possession of a Bachelor's degree from an accredited college or university in Education, Special Education, Curriculum and Instruction or a related field.

#### **Experience:**

- Three years of special education teaching experience

### **PREFERRED QUALIFICATIONS**

Priority will be given to applicants who:

- Hold a current Maryland State Department of Education Professional certificate or license in the one of the following areas dependent of level:
  - Generic Special Education Infant/primary (birth - grade 3)
  - Generic Special Education Elementary/middle (grades 1-8)
  - Generic Special Education Secondary/Adult (grades 6-adult)

OR

- Hold a current out-of-state educator certificate and are eligible for a Maryland State Department of Education educator certificate with the appropriate endorsement in Special Education.

### **ESSENTIAL POSITION RESPONSIBILITIES**

The below list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

- Coordinate and manage, alongside the school administration, special education student scheduling, IEP meeting processes, collaboration with general education staff, and serve as a liaison to the Department of Special Education to support overall effective service delivery for the school. (40%)
- Provide instructional leadership and professional learning to support high-quality, standards-aligned instruction and specially designed instruction (SDI), coaching special education and related service providers to strengthen practice across all domains of teaching and learning. (20%)
- Ensure effective implementation and compliance of the IEP process, including facilitating meetings, overseeing assessments and documentation, and maintaining adherence to IDEA and COMAR requirements. (20%)
- Lead data-informed decision-making to support student outcomes, including facilitating MTSS and problem-solving processes, analyzing student performance data, and guiding targeted academic and behavioral interventions. (10%)
- Foster collaboration, equity, and family engagement, serving as a key facilitator and communicator who builds strong partnerships with staff, families, and community stakeholders while leading decisions through an equity-centered lens to ensure inclusive and equitable outcomes for students with IEPs. (10%)

## **ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES**

The below list is a summary of the knowledge, skills, and abilities required for success in this position, not an exhaustive or comprehensive list.

### **Knowledge**

- Understanding of school-wide scheduling logistics and service delivery models (e.g., co-teaching, pull-out, consultation).
- Mastery of high-quality, standards-aligned instruction and the nuances of Specially Designed Instruction (SDI).
- Comprehensive expertise in IDEA (Individuals with Disabilities Education Act) and COMAR (Code of Maryland Regulations).
- Strong foundation in MTSS (Multi-Tiered System of Supports) frameworks and tiered intervention models.
- Understanding of equity-centered decision-making and the impact of implicit bias in special education referrals and placement.

### **Skills**

- Expertly managing IEP meeting timelines and serving as a strategic liaison between school leadership and the central Department of Special Education.
- Coaching and mentoring special education teachers and related service providers (SLPs, OTs, etc.) to elevate pedagogical practices.
- Facilitating complex, high-stakes IEP meetings and overseeing the integrity of assessments and legal documentation.
- Analyzing multi-faceted student performance data (academic, behavioral, and social-emotional) to identify trends and gaps.

- Building authentic, transparent partnerships with families, staff, and community stakeholders.

### **Abilities**

- To harmonize general education and special education schedules to ensure all students receive mandated services without compromising access to the core curriculum.
- To design and facilitate professional learning that translates complex educational standards into actionable, differentiated classroom strategies.
- To ensure 100% regulatory compliance while maintaining a student-centered, solution-oriented focus during meetings.
- To guide collaborative teams in selecting and implementing targeted interventions that measurably improve student outcomes.
- To serve as a primary communicator who navigates sensitive situations with empathy, ensuring inclusive and equitable outcomes for every student.