



PLEASE POST

AN EQUAL OPPORTUNITY EMPLOYER

Harford County Public Schools

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone 410-588-5226
www.hcps.org

COORDINATOR OF NON-PUBLIC PLACEMENTS AND INTERAGENCY SUPPORTS

To provide facilitation of non-public placements, classroom support programs and Interagency supports.

**DUTIES AND
RESPONSIBILITIES
INCLUDE:**

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Administers the non-public schools program and facilitates the placements of Harford County students
- Coordinates the function of the Non-Public Office and staff
- Works collaboratively with HCPS Supervisors, Administrators and Specialists
- Supervises programs and services for non-public students
- Analyzes data to support compliance and programming in non-public schools
- Manages the \$7 million dollar budget and grant for non-public placements
- Works collaboratively with Directors and Staff at Non-Public institutions
- Serves as a liaison to the Maryland State Department of Education's Division of Non-Public Placements
- Coordinates and prepares documents and billing at the federal, state and local levels relative to all areas on non-public placements
- Provides reports to the Maryland State Department of Education (MSDE) and federal agencies, as required
- Facilitates the Classroom Support Programs (CSP) within HCPS
- Facilitates CIEP Teams and participates in the Local Coordinating Council
- Performs other work-related duties as assigned

SALARY:

This is a twelve-month position with twenty days of annual leave. Salary based on the APSASHC Salary Schedule fiscal year 2008-2009 will be \$95,067.

REQUIREMENTS:

- Master's degree from an accredited college or university in a field related to special education
- Administrator I/Advanced Professional Certificate endorsed in special education and/or administration
- 5-7 years of current experience working in the special education field
- Thorough knowledge and understanding of IDEA
- Current experience working with the implementation of Grants
- Extensive knowledge of social/emotional and mental health issues
- Excellent written and oral communication skills
- Current administrative/supervisory experience working with students accessing the Voluntary State Curriculum (VSC) and seeking a Maryland State Diploma
- Demonstrated leadership skills

-OVER-

- Ability to work cooperatively with all personnel and the general public
- Proficiency with computer technology and MS Office Software.

APPLICATION: Individuals meeting the employment qualifications for the position and desiring to be a candidate may obtain an application from our web site, www.hcps.org, any of the Harford County Public Schools, or from the Human Resources Office at 102 S. Hickory Avenue, Bel Air, MD 21014. A resume will not be accepted in lieu of an application.

DEADLINE: Applications must be received in the Human resources Office no later than 4:00 p.m. on Wednesday, July 15, 2009.

July 1, 2009

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications at 410-588-5203.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE