



## Human Resources Office

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[www.hcps.org](http://www.hcps.org)

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AN EQUAL OPPORTUNITY

### VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

### SPECIAL EDUCATION TEACHER – INFANTS AND TODDLERS PROGRAM – 11-MONTH John Archer School

To provide early intervention services to children ages birth to 3 (age 4 if child is on an extended IFSP) who demonstrate developmental delays and are eligible for Infants and Toddlers early intervention services.

- This is an 11-month (210) position.

#### 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.*

- Provides itinerant special education services to children birth to age 3-4 and their families in their natural environment including home, daycare setting, preschool, or community.
- Provides family coaching to families to support them in implementing strategies and supports within their children's daily routines.
- Conducts developmental assessments and authentic assessments to complete initial evaluations, annual and six-month reviews and transition updates.
- Collaborates with multidisciplinary teams to conduct initial evaluations of children referred to the Infants and Toddlers Program.
- Collaborates with IFSP teams and families to develop and implement Individual Family Service Plans (IFSP).
- Collects and analyzes data on progress towards achieving family outcomes on Individual Family Service Plans.
- Plans and collaborates with families and daycare providers on supports/strategies to implement in children's natural environments (e.g. home, daycare, community).
- Coordinates services and consults with related service providers and outside agencies to meet the needs of children and their families receiving services through an IFSP.
- Collaborates with the Child Find Team and preschool special educators, Family Service Assistants, and related service providers to transition children from the Infants and Toddlers program to preschool special education.
- Collaborates at weekly team meetings on service delivery and supports for children and their families.
- Participates in parent workshops and professional learning opportunities.
- Fulfills compliance requirements and completes documentation within timelines including but not limited to Medical Assistance, evaluations, annual reviews and 6 month reviews.
- Provides services during summer months as the Infants and Toddlers program is a 12-month program.
- Performs other work-related duties as assigned.

#### SALARY

Starting salary for Bachelor's degree with SPC, 11- Month (\$55,981)  
May increase with additional education and experience.

#### REQUIREMENTS

- Bachelor's Degree from an accredited college or university.

- Hold or be eligible for a teaching certificate in the area of Special Education from the Maryland State Department of Education.
- Three years of successful teaching experience working with Infants and Toddlers program preferred.
- Experience in special education and experience working with children birth to 3-4 preferred.
- Excellent oral and written communication skills; able to effectively communicate with students, school staff, families/caregivers and other stakeholders.
- Proficient with instructional technology and Microsoft Office Suite.

## HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

## DEADLINE

Online employment applications will be accepted **until filled**.

The Board of Education of Harford County Public does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Renee McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6087 or by email to [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org) or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

### ***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***