

Frederick County Public Schools - Maryland

Instructional Coordinator of Special Education (12 months) - Specialized Programs (CooSpecProgJanuary2014)

JOB POSTING

Job Details

Title

Instructional Coordinator of Special Education (12 months) - Specialized Programs

Posting ID

CooSpecProgJanuary 2014

Description

**Position: INSTRUCTIONAL COORDINATOR OF SPECIAL EDUCATION – 12 months
SPECIALIZED PROGRAMS (Success and High School Learning for Life Programs)**

Available: January 1, 2014

Required Qualifications:

- Holds or is immediately eligible for MSDE Advanced Professional Certificate (APC) with an endorsement in special education that covers at least grade bands from 1-12.
- Master's degree in special education or related field.
- Holds or is immediately eligible for MSDE Administrator I certificate.
- Five years successful teaching experience in a special education area.
- Knowledge of federal and state laws regulating special education.
- Excellent verbal and written communication skills.
- Ability to perform duties with or without reasonable accommodations.

Preferred Qualifications:

- Generic Special Education/Infant-3 Endorsement.
- Demonstrated success in supervisory or leadership activities.
- Experience as IEP chairperson.
- Demonstrated knowledge of county policies and procedures pertaining to special education.
- Demonstrated ability to relate well to students, parents and colleagues.
- Knowledge/experience with computer technology.

DUTIES:

- Collaborates with school-based administration, special education, paraprofessionals, and central office staff to effectively plan for the instructional integrity of specialized programs.
- Assists in special education program implementation.
- Maintains data associated with specialized programs.
- Keeps current with research and effective, research-based instructional practices.
- Assists in supervising, evaluating, and mentoring special education instructional personnel.
- Assists the supervisor of special education with location, screening, selection, and placement procedures.
- Manages specialized programs, providing professional development and support.
- Knowledgeable of local community agencies and resources.
- Coordinates the management of cases of school-age children assigned by the IEP teams.
- Coordinates transitioning for students to less restrictive environments when school change is involved.
- Assists the supervisor of special education and principals to communicate the special education program to the public.
- Assists the supervisor of special education in performing general administrative functions.
- Assists in supervision of Itinerant staff.
- Performs other duties as assigned by the supervisor of special education.

Salary: A&S Scale, lane 1, 12-month position

Apply: Interested individuals should complete and submit an online application available at www.fcps.org. Selected candidates will be invited to appear for an interview. Reasonable accommodations for the interview will be provided with advance request.

Deadline: Applications should be submitted and complete with all references returned by **December 11, 2013**. Please ask references to upload letters of reference in the Comments box of the confidential reference survey they will receive. Any questions should be addressed to Gina Keefer (gina.keefer@fcps.org).

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Shift Type

Full-Time

Salary Range

12 month, A&S Scale, Lane 1, 64,253-116,884/ Per Year