



*“Building a  
Foundation for  
Lifelong  
Learning”*

## CECIL COUNTY PUBLIC SCHOOLS

### DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER  
201 Booth Street • Elkton, MD 21921

410-996-5440

• FAX 410-996-1051

• [www.ccps.org](http://www.ccps.org)

D’Ette W. Devine, Ed.D.  
Superintendent

Lauren C. Camphausen  
President, Board of Education

PLEASE POST

May 9, 2012

PLEASE POST

**CLOSING DATE: May 23, 2012**

### PROGRAM FACILITATOR FOR SPECIAL EDUCATION

#### GENERAL PURPOSE OF POSITION

Under the direction of the Director for Special Education Services, the Program Facilitator will assist the staff in the improvement of delivery of services to students with disabilities.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES OF POSITION

1. Assists the Director in providing leadership to all staff in the implementation of an inclusive approach for special education service delivery in assigned schools.
2. Observes and analyzes the implementation of special education procedures for the purpose of providing professional development activities and technical assistance in areas determined to be in need of assistance.
3. Provides professional development activities for administrators, teachers, paraprofessionals and parents regarding IDEA, and CCPS regulations.
4. Assists the Director in the resolution of administrative complaints, corrective action plans, mediations and due process hearings.
5. Assists the Director in the development of the self-assessment and local application for federal funds.
6. Works cooperatively with administrators, resource persons, and teachers in all schools to:
  - Implement a comprehensive and inclusive approach to providing special education services.
  - Utilize instructional materials as tools for *learning*.
  - Evaluate pupil achievement and growth for the *purpose* of recommending strategies for improvement.
  - Improve teaching strategies and techniques.
7. Implements the Cecil County Teacher Observation and Evaluation Policy in assigned schools.
8. Provides data to aid in the development of the annual budget.
9. Works with school improvement teams to analyze data, develop, and implement the school improvement plan.
10. Assists in interpreting the program of instruction and communicating such through written communications, presentations, and activities throughout the school system and to the community.
11. Participates and assists in the consideration of hiring at assigned schools.
12. Ensures that the policies and procedures of the special education process handbook are implemented. Utilizes these procedures as the core base of assistance to school personnel.
13. Screens requests for instructional materials and equipment in assigned areas.
14. Maintains regular, on-time attendance.

#### MINIMUM REQUIREMENTS OF THE POSITION

1. Has obtained endorsement as a special education teacher, related service provider or related field.
2. Has obtained or is eligible for endorsement as Administrator I or II on a Current Advanced Professional Certificate as prescribed in the bylaws of the Maryland State Department of Education.
3. Has completed a minimum of five years successful teaching/administrative experience.
4. Has demonstrated leadership ability.
5. Can demonstrate knowledge of child development, learning theories and effective teaching techniques.
6. Has extensive knowledge of IDEA requirements and special education procedures.

**Our mission is to provide an excellent Pre-Kindergarten through graduation learning experience that enables ALL students to demonstrate the skills, knowledge and attitudes required for lifelong learning and productive citizenship in an ever-changing, global society.**

7. Has good interpersonal communication skills.
8. Has demonstrated the ability to develop and delivery effective professional development activities.
9. Has experience in writing, implementing and monitoring federal or state grants.
10. Has a willingness and capability to work beyond the normal workday.
11. Reacts to change productively and performs other duties as assigned.
12. Is available to begin employment on or about July 1, 2012.

**Specific assignments may include:**

1. Providing/developing system-wide professional development.
2. Representing special education office on county-wide committees and task force groups.
3. Develops a comprehensive framework for staff development in specific areas.
4. Facilitates and participates in county, school and student specific planning and supports special education services in the least restrictive environment for all students.
5. Prepares for and facilitates due process hearings and mediation in assigned schools.
6. Assists in the development of IEP's for students in assigned schools.
7. Attends IEP meetings in which there is an advocate or legal counsel present for assigned schools.
8. Participate in IEP meetings considering more restrictive placements, case management and facilitation of nonpublic application process.
9. Address parent concerns related to the development and implementation of individualized education plans.
10. Communicate and regularly articulate with principals regarding special education issues.

**SALARY**

The salary range for this 12-month position is commensurate with training and experience. Advanced preparation and longevity increments are in addition to the base salary. An attractive fringe benefit package includes health care, term life insurance, retirement plan and leave benefits.

**APPLICATION PROCEDURE**

Persons meeting the minimum qualifications are invited to submit a letter of interest, complete résumé, and two letters of references to the Executive Director for Human Resources thru AppliTrack at <http://www.applitrack.com/cecil/onlineapp>. Information requested must be received no later than **4:00 p.m. on Wednesday, May 23, 2012.** Following screening of credentials, interviews will be scheduled.