



**CECIL COUNTY PUBLIC SCHOOLS**  
**DEPARTMENT OF HUMAN RESOURCES**  
**GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER**  
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D'Ette W. Devine, Ed.D.  
*Superintendent of Schools*

Dawn K. Branch  
*President, Board of Education*

**PLEASE POST**

**April 14, 2015**

**PLEASE POST**

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**CLOSING DATE: 4:00 p.m., April 28, 2015**

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**INFANTS & TODDLERS PROGRAM**  
**SPECIAL EDUCATION TEACHER/SERVICE COORDINATOR**  
**(210 Day Teaching Position)**

**GENERAL PURPOSE OF POSITION**

Under the direction of the Director for Special Education, the Infants & Toddlers Program Special Education Teacher/Service Coordinator is responsible for providing early intervention services to children with developmental delays from birth through age 4 and their families. The teacher provides service coordination, family coaching and specialized instruction as part of the multiagency, transdisciplinary system of service provision to families. This is a 210 day position that requires the teacher to work an additional 20 days beyond the CCPS teacher calendar.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF POSITION**

1. Serves as the first contact for families, gathering information regarding parental concerns and notifies appropriate service providers.
2. Coordinates and participates in arena assessments of children with suspected delays or disabilities, prepares written assessment report, schedules review of educational assessment and documents team decision.
3. Maintains record of At Risk students and schedules follow-up with family.
4. Facilitates the development, review, evaluation and updating of the Individual Family Support Plan (IFSP).
5. Provides instruction in a transdisciplinary approach in the child's natural environments and within child/family routines.
6. Coaches families to support the developmental needs of their children with disabilities in order to support school readiness and future educational success.
7. Collaborates with contracted therapists and service providers from other agencies.
8. Coordinates transition for children approaching age 3 with elementary schools, Head Start, and community resources.
9. Adheres to federal/state/local procedures for record keeping, eligibility documentation, timelines and procedural safeguards.
10. Maintains a schedule to conduct evaluations and IFSP reviews in a timely manner.
11. Participates in building and county professional development
12. Develops and maintains collaborative working relationships
13. Maintains regular, on-time attendance.

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## **MINIMUM REQUIREMENTS OF POSITION**

1. Holds or is eligible for a Maryland Teacher's Certificate in Special Education and will work towards meeting the Maryland State Department of Education suitable qualification guidelines for the Infants and Toddlers Programs. (Early childhood special education certification preferred)
2. Ability to work independently while maintaining ethical accountability standards.
3. Demonstrate interpersonal skills to respect and appreciate cultural and ethical diversity and the ability to be non-judgmental.
4. Communicate effectively and courteously verbally and in writing.

## **SALARY**

The salary range for this 11-month position is commensurate with training and experience. Advanced preparation and longevity increments are in addition to the regular classroom teacher's base salary. An attractive fringe benefit package includes health care, term life insurance, retirement plan and leave benefits.

## **APPLICATION PROCEDURE**

Interested personnel **employed** with the Cecil County Public Schools and meeting the minimum qualifications of the position are invited to submit a **letter of interest, complete résumé, and names of two references** to the 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 Tuesday, April 28, 2015**. Following screening of credentials, interviews will be scheduled.

Individuals **not employed** with the Cecil County Public Schools and meeting the minimum qualifications of the position are invited to submit a **letter of interest, complete résumé, and two letters of reference** to the 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 Tuesday, April 28, 2015**. Following screening of credentials, interviews will be scheduled.

*The Cecil County Public School System does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, color, gender, age, national origin, religion, sexual orientation, or disabling condition.*