

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 effectively communicate with students, parents and colleagues.
- Knowledge/experience with computer technology.

DUTIES:

- Assists in special education program implementation at the secondary level.
- Is a liaison for special education programs at Frederick County Virtual School and Career and Technology Center.
- Coordinates post-secondary transition services for students and maintains knowledgeable of local community agencies and resources.
- Keeps current with research and effective, research-based instructional practices.
- Assists in supervising, evaluating, and mentoring special education instructional personnel.
- Assists the supervisors of special education with location, screening, selection, and placement procedures.
- Collaborates with special education and school staff regarding professional development and supervision for specialized programs, non-public schools, and separate day programs.
- Coordinates the management of cases of secondary-age students assigned by the IEP teams.
- Coordinates transitioning for students to less restrictive environments when school change is involved.
- Monitors the implementation of the instructional program to ensure consistency across schools, articulation among schools, and compliance with state and federal laws and regulations.
- Supports school based administrators in the implementation of the IEP process and the role of the IEP chairperson.
- Assists school based administrators and staff to implement evidence-based instructional practices for students with disabilities alongside their general education peers.
- Assists the supervisors of special education in performing general administrative functions.
- Assists in supervision of Itinerant staff.
- Performs other duties as assigned by the supervisors of special education.

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