



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(date)

POSITION: IEP (INDIVIDUAL EDUCATION PROGRAM) CLERK

LOCATION:

JOB SUMMARY:

Provides clerical assistance to school administrative staff and IEP Teams on matters related to special education; maintains files, tracks timelines, coordinates and schedules meetings; serves as the collection and dissemination point for paperwork related to the IEP process.

REPORTS TO: Director and Supervisor(s) of Special Education

KNOWLEDGE, ABILITIES, AND SKILLS: (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

At the time of application, the candidate must have:

1. High School diploma or General Education Development (GED) program certificate or equivalency.
2. General office, clerical, secretarial, and computer skills.
3. Ability to communicate effectively, both verbally and in written form, with colleagues, administrators, parents, students, and the general public.
4. Ability to effectively manage time and multiple tasks.
5. Knowledge of modern office procedures, systems and equipment.
6. Ability to operate online programs.
7. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
8. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS:

1. Assist special education staff with IEP process documentation including parent notification and follow-up to IEP meetings.
2. Track timelines for referrals, evaluations, annual reviews, and the submission of data to the Special Education Department and/or the Maryland State Department of Education (MSDE).
3. Assist in the dissemination, collection, and submission of Medicaid billing forms.
4. Input student information into the Maryland Online IEP program.
5. Generate reports for Special Services Information System (SSIS) data submission, monitoring, and verification of special education services.
6. Utilizes the Maryland Online IEP to prepare for IEP meetings.
7. Coordinate with school staff and related services personnel to schedule and reschedule IEP meetings.
8. Follow-up with parents regarding meetings.
9. Make copies of the IEPs and related documents for review and use by special education, general education teachers, and parents.
10. Follow up with paperwork after IEP meetings for staff and parents.
11. Maintain special education files in an orderly manner.
12. Attend meetings and/or trainings related to the IEP process and compliance.
13. Assist in reviewing IEP documents for the monitoring process.
14. Perform other duties as assigned by the building level administrators.
15. Thinks, concentrates, and positively interacts with others.
16. Comes to work promptly every day.

- 17. Works flexible hours as necessary
- 18. Works under stress and meets deadlines.

OTHER DUTIES: (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.) Performs related work as required or assigned by the Director of Special Education.

PHYSICAL DEMANDS: Work is essentially sedentary and performed in a typical office environment. Minimal lifting is required.

UNUSUAL DEMANDS: Compliance with state and Federal regulations for special education. Work is subject to inflexible deadlines and frequent interruptions.

TERMS OF EMPLOYMENT:

Ten (10) month position and salary commensurate with qualifications and experience applied to the salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

FLSA STATUS: Non-Exempt.

EFFECTIVE DATE OF POSITION: Immediate vacancy

APPLICATION PROCEDURE: Application deadline is (date) at 4:30 pm.

Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.

Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists. State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
1305 Dares Beach Road
Prince Frederick, MD 20678
410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.