



POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF EARLY INTERVENTION AND SPECIAL EDUCATION SERVICES

February 8, 2019

FAMILY SUPPORT AND DISPUTE RESOLUTION BRANCH

POSITION TITLE: Education Program Specialist I, Special Education Complaint Investigation Specialist

POSITION NUMBER: #082570 (JobAps #18-005055-0025)

SALARY: Grade 21 Standard Salary Schedule
\$60,543.00 - \$88,424.00

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This position serves as a Complaint Investigation Specialist to ensure compliance with the State and federal laws for the education of students with disabilities under the Individuals with Disabilities Education Act (IDEA). The specialist's primary responsibility is investigating complaints and providing technical assistance in order to resolve conflicts between public agencies and parents.

DUTIES AND RESPONSIBILITIES: Investigates complaints and conducts on site visits to public agency schools and administrative offices throughout the state, as necessary, to complete complaint investigations; gathers and analyzes data necessary to resolve complaints and the applicable law and regulation to determine whether a violation of special education law and regulation has occurred; communicates orally and in writing with complaint parties and prepares written letters of findings and other correspondence, as necessary; provides technical assistance to stakeholders for resolving conflicts between local educational agencies and parents; maintains a database log and tracking system of special education complaints and assists in preparing reports; reviews materials on special education law for State and public agencies' use; provides support to Department staff in preparation of materials or activities related to the Federal Office of Special Education Programs (OSEP) pre site and on site compliance reviews, follow up activities, and the State Plan for Special Education.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Juris Doctorate, or a Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Education, Special Education or a related field.

EXPERIENCE: Four (4) years of professional experience in evaluation or compliance monitoring, supervision/administration, or related experience within or affiliated with an organization serving school-aged children with disabilities.

ESSENTIAL REQUIREMENTS: Knowledge of special education laws regulations, policies, programs and issues; knowledge of data systems; skill in responding effectively to problems and inquiries from educational agencies, school personnel, parents, and other concerned stakeholders; skill interpreting and applying laws and regulations governing early intervention and special education programs; ability to manage multiple tasks; ability to establish and maintain harmonious working relationships with local school systems and public agencies, ability to clearly communicate orally and in writing.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](#)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Education Program Specialist I, Special Education Complaint Investigation Specialist #082570 – Jobaps# 18-005055-0025**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **February 22, 2019** – Open Until Filled.