



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## **NOTICE OF VACANCY**

DATE

### **POSITION:**

IEP (Individual Education Program) Clerk

### **LOCATION:**

Department of Special Education (Individual Sites to be Determined)

### **POSITION 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

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. High school diploma or possession of a general education development (GED) program certificate

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

1. General office, clerical, secretarial, and computer skills
2. Ability to communicate effectively, both verbally and in written form, with colleagues, administrators, parents, students, and the general public
3. Ability to effectively manage time and multiple tasks
4. Knowledge of modern office procedures, systems and equipment
5. Ability to operate online programs
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

7. Demonstrated success in accomplishing tasks akin to those responsibilities listed below

**ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

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. Utilize 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 performed in a typical school office environment and may require minimal lifting. Position requires significant periods of sedentary work using a computer, monitor, and mouse but may also include periods of standing and walking.

**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 applied to the salary schedule for support employees (Grade 17). All employees are encouraged to have automatic payroll deposit.

**FLSA STATUS:**

Non-exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

Immediate Vacancy

**APPLICATION PROCEDURE:**

**This posting will remain open until filled.**

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools’ website – [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

References must be directly related to education experience and must include 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.

**House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

**Nondiscrimination Statement**

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, gender identity and expression, 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  
443-550-8000

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

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## **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:

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

Employees may report allegations of harassment to:

Mr. Zachary Seawell  
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.

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