



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	IEP Clerk
DEPARTMENT	Special Education
LOCATION	TBD
REPORTS TO	Director and Supervisor(s) of Special Education
ANNUAL WORK SUMMARY	10 months per year, 190 days per year, 7 hours per day.
WAGE/PAY RATE	Scale 17: \$ 25.65/hr - \$ 32.71/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
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.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. High school diploma, possession of a general education development (GED) certificate or Maryland high school certificate of attendance

SPECIAL REQUIREMENTS

None

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:

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, RESPONSIBILITIES, AND DUTIES

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 JOB FUNCTIONS, RESPONSIBILITIES, AND 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 AND PSYCHOLOGICAL CONDITIONS/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.

EVALUATION

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

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

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, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

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://ocracas.ed.gov/> or call 1-800-421-3481.