

Coordinator - Health and Specialized Services (Home and Hospital)

Under the direction of the Director of Health & Specialized Student Services and the Instructional Leadership Executive Director, the Coordinator Health and Specialized Services (Home and Hospital) provides district-level leadership and operational oversight of City Schools' Home and Hospital, CHIP, and Homeschool programs. This role ensures equitable access to rigorous, compliant, and student-centered instruction for students served in nontraditional settings. The coordinator leads program vision, supervises staff, manages cross-functional implementation, and ensures alignment with district academic goals, equity priorities, and state and federal requirements. The position works closely with principals, families, healthcare providers, and central office teams to drive outcomes and continuous improvement.

Essential Functions

- Lead the vision, planning, and continuous improvement of alternative learning services, including Home and Hospital, CHIP, and Homeschool, ensuring alignment with district instructional priorities and equity commitments.
- Supervise assigned staff across all programs such as homeschool reviewers, hospital-based instructors, and CHIP liaisons providing coaching, performance evaluation, and professional development.
- Collaborate with principals, healthcare professionals, and community partners to ensure seamless coordination of services and student transitions.
- Analyze and report program data on student progress, enrollment trends, service delivery, and program effectiveness to senior leadership.
- Ensure full compliance with federal, state, and local requirements governing instruction, documentation, eligibility, and student rights across all three programs.
- Lead transition and reintegration planning for students moving into or out of alternative instructional placements, ensuring academic continuity and appropriate supports.
- Develop and implement strategies to ensure compliance with all state and federal regulations regarding home-schooling
- Recruit, monitor, and retain homeschool reviewers
- Assist families with enrollment and provide guidance on curriculum selection
- Ensure reviewers are correctly documenting student progress and academic achievement
- Organize and facilitate meetings, workshops, and events for reviewers, parents, and students
- Monitor and evaluate program effectiveness and make recommendations for improvement
- Maintain database and records for all homeschooled students
- Construct grade reports for students returning to the District from home-schooling
- Maintain accurate records of home school reviewer time and attendance
- Collaborate with other leas regarding best practices for homeschooling.
- Ensure timely access of enrollment of students into homeschool.

- Transition office from maintaining documentation on paper to an electronic repository of data.

Maximum Salary \$159720.00

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Desired Qualifications

- Experience in leading cross-functional educational programs or alternative learning initiatives at the school or district level.
- Demonstrated ability to supervise staff, manage change, and implement high-impact instructional or student support strategies.
- Knowledge of Maryland COMAR regulations related to Home and Hospital, CHIP, and Homeschool services.
- Strong data analysis and program reporting skills.
- Master's degree in education, special education, educational leadership, or public administration preferred.
- Previous experience as a school administrator or principal strongly preferred.
- Bachelor's degree in Education or related field is preferred
- Strong communication skills to effectively communicate with parents, teachers and school officials
- Knowledge of homeschooling regulations and laws in the state or country
- Ability to develop educational plans and goals for homeschooled children
- Organizational skills to keep track of homeschooling records and documents
- Experience in coordinating and facilitating homeschooling support groups or events
- Knowledge of different homeschooling methods and resources
- Ability to provide guidance and support to parents who are new to homeschooling
- Ability to collaborate effectively with diverse stakeholders.
- Excellent oral and written communication skills.
- Proficient in Microsoft Word, powerpoint, and Excel.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number

- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: <http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

This position is affiliated with the Public School Administrators and Supervisors Association (PSASA) bargaining union.

This position is affiliated with the State Retirement Plan.

In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$98,301 - \$145,011).