Educational Associate 12 month - Related Services Speech and Language

Under the direction of the Coordinator of Related Services, the Educational Associate- Related Services is responsible for implementing Baltimore City Schools' policies and procedures pertaining to students with disabilities. The Educational Associate works to direct compliance/monitoring support and technical assistance to school based clinical staff; specifically speech and language pathology and participates in planning, developing, and implementing appropriate professional development to ensure compliance with federal, state, and local special education regulations and that students with disabilities are provided with a Free Appropriate Public Education (FAPE). The Educational Associate-Related Services provides support, guidance, and consultation regarding the legal aspects of special education to ensure schools adhere to federal (IDEA), state (COMAR) and district/local guidelines.

Essential Functions

- Assists Coordinator of Related Services in monitoring the implementation of related services and special education for designated related services disciplines.
- Assists Coordinator of Related Services and leads the development of professional learning opportunities for school based clinical staff to include discipline specific initiatives around mentoring, clinics and coaching.
- Participates in Central IEP team meetings for students that hold residence in Baltimore City.
- Attends additional IEP team meetings as assigned by unit leadership when advanced or independent expertise is needed.
- Demonstrates knowledge of identifying and applying definitions to disabilities.
- Reviews and monitors assessments for compliance with COMAR (13A.05.01 & .02) and consults with appropriate discipline.
- Monitors the quality of IEPs based on federal, state, and City Schools' IEP standards.
- Provides training for staff in administering, scoring, interpreting and writing quality assessment reports.
- Administers assessments to students suspected of and students with disabilities that impact educational performance and writes quality assessment reports.
- Analyzes assessments, notes, and other documentation to provide recommendations to leadership regarding professional development programming.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.

Maximum Salary$108395.00
Minimum Salary$62008.00

Desired Qualifications

- Master's Degree.
• Maryland State Department of Education (MSDE) certification and/or licensure in the applicable related services discipline. Non-Maryland applicants should possess equivalent professional certification or licensure.
• Five years of successful related services in the area of speech and language pathology, clinical services, or related professional experience in K-12 education. Specific experience participating in IEP teams or related management responsibility preferred.
• Experience in conducting clinical program evaluation preferred.
• Knowledge of federal, state and local mandates as related to the IEP team process.
• Knowledge of curriculum and instructional strategies.
• Knowledge of best practices in adult learning theory and professional development.
• Ability to identify and apply definitions to disabilities.
• Effective verbal and written communication skills.
• Proficient skill in the use of computer applications, including Microsoft Word and Excel.

**Full time or Part time** 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 City Schools' [non-](http://www.baltimorecityschools.org)
City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups.

For inquiries regarding the nondiscrimination policies, please contact the Equal Employment Opportunity Manager, 200 E. North Avenue, Room 208, Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is affiliated with the Baltimore Teachers Union (BTU) bargaining union.

This position is affiliated with the State Retirement Plan.