

**SANBORN REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION – OUT OF DISTRICT COORDINATOR**

Job Title	Out of District Coordinator
Supervisor	Director of Student Services
Qualifications:	<p>NH Certification in General Special Education, with preference given to those with additional endorsements (either EBD or SLD).</p> <p>Experience in the field of special education administration or building level administration, certification in Special Education Administration and/or Principal preferred.</p> <p>Bachelor Degree, Masters preferred.</p> <p>At least five years teaching experience in grades PreK-12</p>
Purpose	<p>To coordinate and oversee the programs of all students placed in special education programs outside the local LEA public school system and when applicable to transition students back to their respective local schools, ensuring students receive services in the least restrictive environment suitable for their individual needs. Out-of-district coordinator will attend and manage all paperwork for students placed in private schools, non-public alternative schools, Foster-care placements, court placements, and charter schools.</p>
Performance Responsibilities	<ul style="list-style-type: none"> • Keeping abreast of state and federal education regulations and laws to ensure compliance with IDEA procedures and timelines mandated by State regulations, including the implementation of the New Hampshire Rules for the Education of Children with Disabilities and RSA 186-C. • Maintenance of confidential special education records and obtains, organizes, and distributes pertinent data to school staff in non-public private schools, charter schools, or non-local public schools. • Coordinate and attend Referral, Evaluation and IEP Meetings as the Local Education Agency representative at team meetings. • Communicate with schools, parents, and school district officials to ensure quality programming and procedural compliance. • Conduct student observations and program visits to enhance understanding of student needs and alternative special education placements. • Ensure appropriate student participation in state-mandated assessments and fully inform alternative school personnel of implementation guidelines and responsibilities. • Determine appropriate Extended School Year services for students placed outside the local LEA. • Ensure development and monitoring of the Individual Education Programs (IEP/ISP) for all special education students and oversight that components of the IEP are delivered to the individual students. • Ensure that quarterly/trimesterly progress reports are completed and sent to parents/guardians/adult students. • Coordinate with outside agencies for the purpose of supporting special education students (ex: Vocational Rehabilitation, local area agencies, DCYF) and serve as a liaison for wrap around services when needed. • Collaborate with classroom teachers, special education staff, and administrators to monitor programs and coordinate instruction is meeting the student's individual goals. • Consult as needed with parents, teachers, specialists and administration. • Provide direct instruction to students placed in charter schools and foster care placements, as determined by the Director of Student Services. • Complete academic educational evaluations as needed. • Attend Court proceeding for special education students when necessary. • Assist with ensuring compliance as it relates to the Medicaid to Schools Program and MSB. • Assist with the preparation of cases for due process/mediation. • Coordinate tutorial services to homebound students.

	<ul style="list-style-type: none"> • All other duties or responsibilities as assigned by the Director of Student Services.
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	12-month year
Evaluation	Evaluation by the Director of Student services in accordance with district policies

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.

September, 2021