

SANBORN REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION – PRESCHOOL SPECIAL EDUCATION BUILDING COORDINATOR

Job Title	Preschool Special Education Building Coordinator
Supervisor	Building Principal
Qualifications:	NH Certification in General Special Education and Early Childhood Special Education (preferred). Bachelor Degree, Masters preferred. At least five years teaching experience in Early Childhood and elementary grade levels.
Purpose	To oversee and administer all special education programs and additional support services within the Preschool programs to ensure procedural and service-related compliance.
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 preschool staff. • Coordinate, lead, and attend Referral, Evaluation and IEP Meetings as the Local Education Agency representative at team meetings, maintaining all timelines are adhered to. • Facilitate transitions from Early Supports and Service and monitor notification list - attend Transition Conferences, develop Transition Plan, and manage all required paperwork. • Schedule and invite families and Early Supports and Services providers to Referral Meetings upon receipt of a referral from ESS when child is between 27-29 months of age and then again closer to child's third birthday. • Develop, review, approve IEPs and oversee transfer of records from ESS to NHESIS. Ensure development and monitoring of the Individual Education Programs (IEP) 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 and conduct SAU wide Child Check Screenings for ages 3:0-5:11, in compliance with Child Find responsibilities and ensure follow through with team determined recommendations. • Oversee requirements for Indicator 7: POMS (Preschool Outcome Measurement Requirements) and Indicator 12: Early Intervention to Preschool Special Education Transition as designated by the NH Department of Education. • Enter Student Profiles and manage all data entered in AEPSi(Assessment, Evaluation, and Programming System for Infants and Children) for all identified special education students and submit to the NHDOE for OSEP review. • Attend Interagency Meetings to work on area agency agreements for both towns (Kingston is in Region 3; Newton is in Region 4), attend Regional Area Agency Open Houses at Early Supports and Service locations to connect with Early Supports and Services providers and families receiving their support, and serve as Interagency Contact for area agencies -One Sky Community Services, Community Crossroads, Head Start, mental health agencies, Families First, DCYF, school districts, etc. to support special education students and their families and serve as a liaison for wrap around services when needed to help foster collaboration with community partners. • Attend PTAN (Preschool Technical Assistance Network Clinical Support) meetings to keep apprised of initiatives and activities of the NHDOE, other districts and preschool special education concerns statewide and locally. • Coordinate Lottery system for typical peers interested in enrolling in the SAU Preschool Program to include advertisement of preschool programs and the application process.

	<ul style="list-style-type: none"> • Supports and implements discipline philosophy of school and collaborates with administrators on matters of student discipline, follows District policies, procedures, goals, and approved curriculum for content areas. • Consult and Collaborate with classroom teachers, parents, special education staff, and administrators to monitor programs, student progress, and coordinate instruction for students with disabilities or suspected disabilities- work with staff to ensure a smooth transition to Kindergarten • Organize, design and deliver in-service training for staff as needed regarding special education protocols and procedures, IEP implementation, and other related issues in cooperation with administrators. • Attend Court proceeding for special education students when necessary. • Assist in the recruitment, screening, hiring, training and assignment of special education personnel. • Assist with monitoring compliance of student caseloads in the NHSEIS system. • Assist with planning and monitoring of Extended School Year. • Assist with ensuring compliance as it relates to the Medicaid to Schools Program and MSB. • Run weekly or bi-weekly special education meetings with staff to coordinate referrals, evaluations and IEP services. • Assist with the preparation of cases for due process/mediation. • All other duties or responsibilities as assigned by the Director of Student Services and/or Principal.
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	Covered under the SREA Collective Bargaining Agreement
Evaluation	Evaluation by the building principal 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