

**SANBORN REGIONAL SCHOOL DISTRICT**  
**JOB DESCRIPTION – MIDDLE SCHOOL SPECIAL EDUCATION BUILDING COORDINATOR**

Job Title	Middle School Special Education Building Coordinator
Supervisor	Building Principal
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, certification in Special Education Administration preferred.</p> <p>Bachelor Degree, Masters preferred.</p> <p>At least five years teaching experience in middle/high school levels.</p>
Purpose	To oversee and administer all special education programs and additional support services within the middle school to ensure procedural and service related compliance.
Performance Responsibilities	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Maintenance of confidential special education records and obtains, organizes, and distributes pertinent data to school staff.</li> <li>• Coordinate and attend Referral, Evaluation and IEP Meetings as the Local Education Agency representative at team meetings.</li> <li>• Supports and implements discipline philosophy of school and collaborates with administrators on matters of student discipline.</li> <li>• Follows District policies, procedures, goals, and approved curriculum for content areas.</li> <li>• 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.</li> <li>• Ensure that quarterly/trimesterly progress reports are completed and sent to parents/guardians/adult students.</li> <li>• Coordinate with outside agencies for the purpose of supporting special education students (ex: local area agencies, DCYF) and serve as a liaison for wrap around services when needed.</li> <li>• Collaborate with classroom teachers, special education staff, and administrators to monitor programs and coordinate instruction.</li> <li>• Consult as needed with parents, teachers, specialists and administration; attend grade level or content level team meetings as needed to help monitor needs of students with disabilities or suspected disabilities.</li> <li>• Attend training and workshops in order to remain current and knowledgeable of special education laws and service trends.</li> <li>• Assist case managers with the coordination of all special education support services including paraprofessional staffing schedules, student monitoring, and training.</li> <li>• 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.</li> <li>• Attend Court proceeding for special education students when necessary.</li> <li>• Assist in the recruitment, screening, hiring, training and assignment of special education personnel.</li> <li>• Assist with monitoring compliance of student caseloads in the NHSEIS system.</li> <li>• Assist with planning and monitoring of Extended School Year.</li> <li>• Assist with ensuring compliance as it relates to the Medicaid to Schools Program and MSB</li> <li>• Run weekly or bi-weekly special education meetings with staff to coordinate referrals, evaluations and IEP services.</li> <li>• Assist with the preparation of cases for due process/mediation.</li> <li>• Coordinate tutorial services to homebound students.</li> </ul>

	<ul style="list-style-type: none"> <li>All other duties or responsibilities as assigned by the Director of Student Services and/or Principal.</li> </ul>
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