

Job Title: **OUT-OF-DISTRICT COORDINATOR**

Qualifications: Master's Degree in Special Education or School Psychology. Certification in Special Education with specific endorsement (i.e.: LD, EH, MR, or School Psychology).

Three years successful special education teaching experience.

Possess a genuine desire to work with all students; be sensitive to and skilled in, working with a diverse student population.

Position requires a valid driver's license.

Reports to: Director of Student Services

Job Goal: To provide case management and consultation services for students in the identification, evaluation, and placement of special education students in out of district placements. To attend Court dates for district students.

Supervises: None

Type of Position: 10 Month (130 days @ 28 hours per week) **Wage:** Contract

Hours per week: Nonexempt

Responsibilities:

- Primary responsibility is the completion of all special education forms and procedures for the case management of out of district students. This includes the monitoring and scheduling of evaluations and appropriate services to maintain federal and state compliance for out of district students and case management of students in court ordered (402) placements.
- Works with the Director of Student Services to insure correct procedures for completing the special education process are prescribed as part of SAU statutory compliance, adequately monitor services and provide data for state programs.
- Assist LEPTs Services with technical assistance with the Director of Student Services regarding the identification, evaluation, and placement of students.
- Insures that the due process rights are afforded every student, parent, and school in the special education process by assuring distribution of parental rights, notifications, hearing complaints and working on resolutions with local schools, requesting and attending due process hearings or mediation sessions.
- Insures a continuum of appropriate services for special need students by assessing the needs of schools and students and developing essential programs.
- Completes an annual review and updates the annual plan for education of the handicapped as prescribed by the state and federal statutes.
- Coordinates services of outside agencies such as: Vocational Rehabilitation, Developmental Services, Mental Health, and the Division for Children and Youth Services.
- Coordinates placement of students outside of the local school district with building level SPED Coordinator.
- Attend meetings and monitor progress of students at Keene High School.
- Is the SAU contact person through which all correspondence and information from the State Special Education Bureau is processed and disseminated.
- Monitors programming for court involved students as required by the James O. Consent Decree.
- Liaison for the LEA to the Division of Children and Youth Services and other area agencies.
- Represents the school district through attendance, as necessary at court review hearings.
- Case management of students responding to annual Childfind notification.
- Assists in the budget development.
- Other duties as directed by the Superintendent.

REVIEWED BY

Title

APPROVED BY	Title
DATE POSTED	
DATE HIRED	

EVALUATION: Performance of this job will be evaluated by the Director of Student Services

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS

Lift up to 10 lbs: Frequently required
 Lift up to 25 lbs: Frequently
 Lift 26 to 50 lbs: Occasionally
 Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
 CARRY 11 to 25 lbs: Frequently
 CARRY 26 to 50 lbs: Occasionally
 CARRY over 50 lbs: Rarely

REACH above shoulder height: Frequently
 REACH at shoulder height: Frequently required
 REACH below shoulder height: Frequently required
PUSH/PULL: Frequently

**DURING AN EIGHT HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	6
Stand: 1	1
Walk: 1	1

OTHER PHYSICAL CONSIDERATIONS

Twisting: Frequently
 Bending: Frequently
 Crawling: Frequently
 Squatting: Frequently
 Kneeling: Frequently
 Crouching: Frequently
 Climbing: Frequently
 Balancing: Frequently

WORK SURFACES: (describe)

Floor, table
 Mats, Chairs
 Desk, playground
 Office equipment, computer

HAND MANIPULATION

Grasping:	Frequently
Handling:	Frequently required
Torquing:	Frequently
Fingering:	Frequently required

Environment: Inside: 98% Outside: 2%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children
 Cleaning products
 Valid driver's license required for travel outside office.