

Out of District Coordinator

Winchester School District

Winchester School District - Winchester, New Hampshire [Open in Google Maps](#)

Job Details

Job ID: 3538162

Application Deadline: Posted until filled

Re-Posted: Mar 11, 2024

Starting Date: Aug 26, 2024

Job Description

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 building level SPED Coordinator 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 to building level SPED Coordinator 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.
- Works in conjunction with the Director of Special Education in organizing, implementing, and evaluating training

-Other duties as directed by the Superintendent.

Position Type: Part-time

Positions Available: 1

Job Categories:

Special Education > General Special Education

Job Requirements

- Certification in Special Education with specific endorsement (LD, EH)
To provide case management and consultation services for students in the identification, evaluation, and placement of special education students in out of district placements, and to provide technical assistance to Director of Special Education. In addition, provide case management for the district in the identification and programming of students with limited English proficiency

28 hours per week

No benefits are included with this position

Please send:

Letter of Interest

Three References

Official Transcripts

Copy of Certification to:

SAU 94

attn: Marie Braley

85 Parker Street

Winchester, NH 03470

(603) 239-8061 x7

or email to mbraley@wnhsd.org

E.O.E.

- Master degree preferred.
- Citizenship, residency or work visa required

Contact Information

Marie Braley

85 Parker Street

Winchester, New Hampshire 03470

Phone: (603) 239-8061

Email: mbraley@wnhsd.org

Map
