

# Out of District Coordinator



## Job Description

**Reports To:** Director of Student Services

**Salary:** Determined based on the candidate's experience and qualifications, in alignment with district administrative compensation practices and not subject to collective bargaining agreements.

### Requirements:

- Graduation from an accredited college or university with a minimum of a Bachelor's Degree.
- Master's Degree in Special Education, Educational Leadership, or related field preferred.
- Requirements as set by the State of New Hampshire Certification Authorities and Board of School Committee regulations.
- Citizenship, residency or work visa required.
- Valid driver's license and ability to travel extensively.

### Qualifications:

- State of NH Teacher Certification in Special Education 1900 issued by the New Hampshire Department of Education.
- Prior experience in special education leadership or coordination roles strongly preferred.
- Strong organizational, communication, and problem-solving skills.

### Specific Core Function:

To serve as the School District's designated administrative coordinator for all out-of-district placements, ensuring compliance with special education laws and IEP requirements while independently managing external partnerships, services, and placement oversight across multiple states and agencies.

### Key Responsibilities

- Travel extensively to out-of-district locations, including across multiple states, to monitor student placements, attend meetings, and ensure compliance with legal and programmatic requirements.
- Coordinate with external stakeholders including program administrators, case managers, Department of Children, Youth and Families (DCYF), juvenile justice personnel, and independent service providers.
- Independently manage and oversee a district-wide caseload of students placed in out-of-district settings, including day schools, residential programs, juvenile justice facilities, charter schools, and foster placements.
- Serve as the Local Educational Agency (LEA) representative for out-of-district students by facilitating IEP meetings, ensuring compliance with state and federal regulations, and completing all required documentation.
- Act as the primary liaison between the School District and out-of-district programs, maintaining oversight of student progress, placement appropriateness, and service delivery.
- Ensure implementation of all services outlined in student IEPs, including identifying service gaps and independently arranging for required services when not available within placement facilities.
- Collaborate with the Director and Assistant Directors of Student Services as needed for program oversight and continuity of services.
- Perform duties in a variety of settings, including the School Administrative Unit (SAU), remote/home office, and out-of-district locations.

### Specified Length/Hours of Position:

This is a full-time, year-round (260 days) position working up to 40 hours per week. This is an hourly position. Work hours, locations, and schedules are not aligned with the student school calendar and may vary based on operational needs.