

SEABROOK SCHOOL DISTRICT

Position: Director of Special Services

Qualifications: Current NH DOE certification as Special Education Administrator;
Master's Degree;
Previous administrative service;
Previous Special Education Teaching Experience;
Effective leadership and interpersonal skills.

Responsibilities:

- Hiring and supervision of Special Education staff and contracted services;
- Understand and implement State of New Hampshire rules and regulations;
- Manage and implement Grants and Focus Monitoring Program
- Represent the School District in due process hearings relating to Special Education;
- Responsible for short and long range planning & evaluation for all identified special needs students;
- Assist in the training of Educational Associates and Tutors, (provide professional development);
- Prepare & oversee Special Education budget;
- Arrange transportation for special needs students;
- Organize and supervise in-house programs for special needs students; including (summer extended year learning)
- Monitor and visit out-of-district placements;
- Oversee and attend Team meetings as required
- Liaison for outside agencies & organizations relative to Special Education;
- Provide monthly, written data summaries to Superintendent, Building Principals, and School Board
- Communicate with Superintendent, Principals & School Board relative to Special Education matters that may or do impact the budget;
- Serve as a consultant to regular education Teachers;
- Assure compliance with all state & federal laws regarding special needs students;
- Carry out other duties that may be assigned by Superintendent (or designee).
- Participate and contribute to SAU-wide Special Education Meetings Team.

Reports To: Superintendent of Schools (or designee)