



School Administrative Unit #6
165 Broad Street Claremont, NH 03743

Phone: 603-543-4200
603-543-4212 (Special Ed.)
Fax: 603-543-4244
Website: www.sau6.k12.nh.us

SAU #6 Director of Special Education Job Description

Job Responsibilities include:

Communication & Educational Programming:

1. Oversee and direct the special education and 504 educational services of SAU #6.
2. Monitor and evaluate the efficacy of special education programs and services.
3. Coordinate transportation as required by IEPs and 504 plans.
4. Coordinate connections between families and community agencies.
5. Attend School Board meetings and other team/committee meetings as needed.
6. Serve as contact with the NH DOE special education consultants.
7. Other responsibilities as directed by the Superintendent.

Staff Supervision & Professional Development:

8. Supervise special education district and SAU-level staff (i.e., administrative assistant, out-of-district case manager, Medicaid clerk, contracted related service providers, etc.)
9. Share supervision of school-based special education staff with building principals.
10. Maintain appropriate levels of staffing to ensure compliance with all laws and regulations regarding IDEA and 504.
11. Provide and coordinate professional development for special and general education instructional, support, and administrative staff on special education and 504 topics.

Finances & Contracts:

12. Develop and monitor special education budgets, including writing and reporting in the NH DOE online grants management system.
13. Negotiate and monitor contracts with related service providers.

Compliance & Reporting:

14. Complete required state reporting for special education and 504 programs.
15. Direct and address legal matters pertaining to students receiving or in the process of receiving special education and 504 services.
16. Advise and consult with all SAU #6 staff regarding educational and legal issues in the areas of special education and 504.

Reports to: SAU #6 Superintendent of Schools

Qualifications: NH Certification or eligibility for NH certification as a special education administrator; master's degree or higher; experience as a special education teacher/coordinator

Created by Dr. Elaine Arbour, SAU #6 Assistant Superintendent of Schools on October 27, 2012

Approved by Dr. Middleton McGoodwin, SAU #6 Superintendent of Schools on _____