

## TIMBERLANE REGIONAL SCHOOL DISTRICT- SAU #106

<b>POSITION TITLE: Out of District Special Educator cc1354</b>		
<b>Date: 6/26/2023</b>		
<b>Reports to:</b> Director of Special Education		
<b>Supervises:</b> N/A		
<b>Affiliated Position:</b> TTA		
<b>Terms of Employment:</b> Full Time	187 Days	Exempt

### SCOPE:

Responsible for overseeing the implementation of Special Education services in accordance with the current NH Standards and any updated changes in the law.

### POSITION DUTIES AND RESPONSIBILITIES:

- Coordinates extended year programming for out of district special education students.
- Case manages all out of district placed students.
- Maintains liaison with other agencies and programs that provide services to Timberlane children that are enrolled or placed in out of district placements.
- Case manages, administers assessments, completes all related special education paperwork and coordinates services for all parentally placed charter and out of district students.
- Processes all private school referrals.
- Represents TRSD for all out of district students that are court involved and identified as special education students.
- Performs such other duties, appropriate to the role, as supervisor may assign from time to time.
- Maintains confidentiality of information.
- Must comply with all Timberlane School District policy and building / department rules, procedures, practices, and objectives.
- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration, and co-workers.
- Performs other tasks and assumes other responsibilities as assigned by their supervisor.

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

Bachelor's Degree or higher in the field of Special Education

Five years plus of experience in the field of Special Education

Five years plus of experience in administering, interpreting, and reporting on assessments for special education identification.

#### Necessary Knowledge, Skills, and Abilities:

- Knowledge of child and adolescent development
- Knowledge of testing instruments and their application to the academic setting
- Knowledge of research based instructional interventions.
- Ability to collaborate with professionals, parents, and community.
- Awareness of NH Rules and Regulations for Special Education
- Excellent communication skills.
- Assessment and interpretation skills for eligibility for special education.

## **LICENSURE AND CERTIFICATION REQUIREMENTS:**

Hold or be eligible for NH certification as an experienced special educator and/or a Special Education Administrator

Valid state drivers' license.

## **PHYSICAL ACTIVITY REQUIREMENTS:**

### **Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Rarely required
3. Lift 25 to 50 lbs:	Not required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Frequently Required)
11. Reach below shoulder height:	Frequently Required)
12. Push/Pull:	Not required

### **Hand Manipulation:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine and calculator

### **Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Frequently required
2. Bending:	Frequently required
3. Crawling:	Occasionally required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Not required
7. Climbing:	Not required

8. Balancing:	Not required
---------------	--------------

**Cognitive and Sensory Requirement(s):**

1. Talking	Necessary for communicating with others.
2. Hearing	Necessary for receiving instructions and inquiries.
3. Sight	Necessary for doing job effectively and correctly.
4. Tasting and Smelling	Not required

**Summary of Occupational Exposures:** Occasional physical contact with children including physical contact needed for restraint of children. Possible exposure to bodily fluids.

Applicants will be subjected to a criminal background check required by state law.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

*\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.*