



Merrimack School District
High School Special Education Coordinator
Role Description



TITLE: High School Special Education Coordinator

REPORTS TO:

- Merrimack High School Administration
- Director of Student Services

DIRECT REPORTS:

- Special Education Administrative Assistant(s)
- Related Service Providers

JOB GOAL: The High School Special Education Coordinator is responsible for the Special Education compliance within the Merrimack High School.

QUALIFICATIONS:

- Current certification in Special Education the State of New Hampshire
- Master's Degree
- NH Special Education Administration Certification preferred

RESPONSIBILITIES:

Primary LEA responsibilities for:

- Conduct pre-referral and referral of new students
- Ensure the compliance and timeliness with all IDEA/special education process and regulations
- IEP meetings for Merrimack High School students
- IEP meetings and service coordination for Charter School identified students from the district
- Manifestation meetings
- Extended School Year (ESY) Service planning as indicated by individual student IEPs.
- Ensure all meeting timelines, IEPs and progress reports are in compliance with the Department of Education

- Ensure Special Education Teachers adhere to the legal responsibilities and services identified in all IEPs.
- Represent the Learning Support department on the Student Intervention (pre-referral) team in collaboration with Guidance and Administration
- Works with the Guidance Director to identify and ensure that all accommodations are in place for all district and state assessments
- Based on student IEP needs, develops all identified student evacuation plans in event of emergencies, in collaboration with the Assistant Principal
- Offer Professional Development and ongoing training to Learning Support Department members
- Work directly with Case Managers individually to develop and monitor IEP goals
- Represent the Learning Support Department in weekly meetings with the Director and other Special Education Coordinators from other district schools.
- Share pertinent information, such as new laws, new regulations, and professional development opportunities from Coordinator meetings with the high school team.
- Attend required District trainings.
- Ensures that the Learning Support team at MHS follows all state Special Education requirements
- Represent the department at State Compliance review meetings

In Collaboration with the Special Education Department Head:

- Collaborate with Special Education Department Head to ensure smooth operations
- Student crisis management in collaboration with Administration and Guidance Department
- Parental/ family crisis situations with identified students
- Collaborate on evaluation/remediation process with teachers, related service providers and paraeducators
- Identify timelines for team members, including coordinating expectations with members of the Special Education team
- Goal setting and implementation for Learning Support Department members and the supervision of goal implementation and self-reflection

- Behavior management and student support plans in collaboration with department members, Administration and Guidance
- Make recommendations on budget and service referral requests to the Director of Student Services
- Plan for Extended School Year (ESY) student and staffing needs
- Facilitate student transitions from the Middle School, Out of District, and student transition from high school to post-secondary options.

TERMS OF EMPLOYMENT: Teaching contract year plus 20 additional days

Physical Activity Requirements:

Lift up to 10 lb.	N	R	O	F	C
Lift 11 to 25 lb.	N	R	O	F	C
Lift 26 to 50 lb.	N	R	O	F	C
Lift over 50 lb.	N	R	O	F	C
Carry up to 10 lb.	N	R	O	F	C
Carry 11 to 25 lb.	N	R	O	F	C
Carry 26 to 50 lb.	N	R	O	F	C
Carry over 50 lb.	N	R	O	F	C
Twisting	N	R	O	F	C
Bending	N	R	O	F	C
Crawling	N	R	O	F	C
Squatting	N	R	O	F	C
Kneeling	N	R	O	F	C
Crouching	N	R	O	F	C
Climbing	N	R	O	F	C
Balancing	N	R	O	F	C

Work Surface(s)

Reach above shoulder height	N	R	O	F	C
Reach at shoulder height	N	R	O	F	C
Reach below shoulder height	N	R	O	F	C
Push/Pull	N	R	O	F	C

Hand Manipulation

Grasping	N	R	O	F	C
Handling	N	R	O	F	C

KEY

N = not required

R = rarely

O = occasionally

F = frequently

C = constantly

Fingering	N	R	O	F	C
Torquing	N	R	O	F	C

Controls and Equipment:

Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	<u>3</u>	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	<u>3</u>	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	<u>3</u>	4	5	6	7	8	1	2	3	4	5	6	7	8

Cognitive/Sensory Requirements:

Talking: Necessary for communicating with others.
Hearing: Necessary for taking instruction/direction from others.
Sight: Necessary for doing job effectively
Taste/Smell: Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:

Exposure to typical building-related hazards and materials.
Exposure to outdoor exposures