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**STATE OF NEW HAMPSHIRE  
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Bureau of Special Education FY'16 Memo #22

Date: February 1, 2016

To: Superintendents of Schools  
Special Education Directors

From: Office of the Commissioner of Education  
  
Division of Educational Improvement  
Bureau of Special Education

RE: Special Education Administrators Mentoring Program

The New Hampshire Department of Education (NHDOE), Bureau of Special Education (Bureau) is offering a Mentor project to new Special Education Administrators for the 2016-2017 school year. The intent of the mentorship is to support individuals who are certified or using an alternative pathway to certification and new to the role of Special Education Administrator. This project is a scaling up of the Bureau's previous efforts to support individuals who are new to the position of Special Education Administrator.

The Bureau of Special Education is seeking twelve experienced New Hampshire Special Education Administrators who are currently employed by a district to receive training and act as mentors through the school year (August 2016–June 2017) for new New Hampshire Special Education Administrators that apply to be mentees. The responsibilities of a mentor:

- Attend a half day training provided by Bureau staff on Thursday, August 4, 2016 or Tuesday, August 16, 2016 from 9am – 1pm along with your assigned mentee which will cover the following information:
  - District Data
  - Dispute Resolution
  - Fiscal Management
  - IDEA funds
  - CAT AID
  - Chapter 402
  - Educational Surrogate Parent
  - Special Education Policies & Procedures
  - Implementation of Practices
  - Personnel
  - Understanding State Monitoring
  - Special Education Program Approval

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- Work with your mentee at least twice a month either in person, or by phone, webinar, skype, etc.
- Attend a wrap-up half day meeting with your assigned mentee on June 8, 2017, 9am–1pm.

If you are interested in serving as a Special Education Administrator Mentor, please complete the attached application and submit by Friday, February 12, 2016 to:

**Mail:**

Hannah Krajcik  
NH Department of Education  
101 Pleasant Street  
Concord, New Hampshire 03301

**e-mail:**

[Hannah.Krajcik@doe.nh.gov](mailto:Hannah.Krajcik@doe.nh.gov)

**Fax:**

(603) 271-1099

The Bureau will notify selected Mentors of their acceptance by Friday, March 4, 2016.

If selected, Mentors will receive a small stipend of \$2,400.00 for their time and services. Special Education Administrators must be able to enter into an individual short form contract with the Department of Education.

The mentees will self-select to participate. Preferences will be given to individuals who have less than one year of experience. The application for self-selection of mentees will be sent to Superintendents and Special Education Administrators on May 1, 2016. The Bureau will accept mentee applications through August 1, 2016, or until the twelve mentee limit has been reached.

Should you have questions, or need further clarification, please contact Santina Thibedeau at [Santina.Thibedeau@doe.nh.gov](mailto:Santina.Thibedeau@doe.nh.gov) or (603) 271-6693.

BSE:BJD

Attachment

Special Education Administrator Application