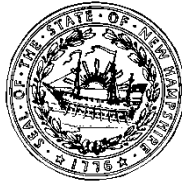


Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144



Paul K. Leather
Deputy Commissioner of Education
Tel. 603-271-3801

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953**

Bureau of Special Education FY'16 Memo #31

Date: May 5, 2016

To: Superintendents of Schools
Directors of Special Education
Business Administrators

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

RE: Mentee Application

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 New Hampshire Special Education Administrators with less than three years of experience (with preference given to individuals who have less than one year of experience). These individuals must be employed by a district to receive training and assistance from their assigned mentors through the school year (from August 2016 – June 2017). The responsibilities of a mentee would be:

- 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 mentor that covers the following information:
 - District Data
 - Dispute Resolution
 - Fiscal Management
 - IDEA funds
 - CAT Aid
 - Chapter 402
 - Education Surrogate Parent
 - Special Education Policies & Procedures
 - Implementation of Practices
 - Personnel
 - Understanding State Monitoring
 - Special Education Program Approval

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

If you are interested in serving as a Special Education Administrator mentee, please complete the attached Mentee Application and return it as soon as possible but no later than June 3, 2016 to:

Mail:

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

Email:

Hannah.Krajcik@doe.nh.gov

Fax:

(603) 271-1099

Preferences will be given to individuals who have less than one year of experience. The Bureau will notify selected mentees of their acceptance by June 15, 2016. Selected mentees will also be notified of their assigned mentor and the date of their initial August training.

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

BSE:BJD

Attachment:

Mentee Application