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Bureau of Special Education FY'18 Memo #1

Date: July 10, 2017

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 Mentee Application

The New Hampshire Department of Education (NHDOE), Bureau of Special Education (Bureau) is pleased to be offering the second year of the Special Education Administrator's Mentoring Program to new Special Education Administrators for the 2017-2018 school year. The intent of the mentorship is to support individuals who are new to the role of Special Education Administrator. This year, the Bureau will be expanding the program. Mentees accepted into the program for the 2016-2017 school year have the option to remain in the program for a second year should their current mentor continue in the program. Moving forward, new mentees will have the option of participating in the program for one or two years.

The Bureau of Special Education is seeking up to 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 (August 2017–June 2018). The responsibilities of a mentee:

- Attend a half day professional development provided by Bureau staff on Thursday, August 17, 2017 from 9am-1pm along with your assigned mentor which will cover the following information:
 - Overview of Mentoring
 - Administrative Processes
 - District Data
 - Dispute Resolution
 - Fiscal Management
 - IDEA funds
 - Excess Cost
 - Maintenance of Effort
 - CAT AID
 - Chapter 402

- Educational Surrogate Parent
- Special Education Procedures
- Implementation of Practices
- Personnel
- Understanding State Monitoring
- Special Education Program Approval
- Expectations, Roles & Responsibilities
- Work with your mentor at least twice a month either in person, or by phone, webinar, skype, etc.
- Attend a wrap-up half day professional development with your assigned mentor on Thursday, June 7, 2018, 9am–1pm, to provide feedback around challenges and areas of improvement, reflect on key areas of growth, and celebrate accomplishments.

If you are interested in participating as a Special Education Administrator Mentee, please complete the attached application and submit **by Monday, July 31, 2017 to:**

Mail:

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

E-mail:

Hannah.Krajcik@doe.nh.gov

Fax:

(603) 271-1099

Preference will be given to individuals who have less than one year of experience. The Bureau will notify selected Mentees of their acceptance **by Monday, August 7, 2017.**

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:
Special Education Administrator Mentee Application