

Frank Edelblut
Commissioner



Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, NH 03301
TEL. (603) 271-3495
FAX (603) 271-1953

Bureau of Special Education Support FY'24 Memo #25

Date: March 7, 2024

To: Superintendents of Schools
Special Education Directors

From: Office of the Commissioner
Division of Learner Support
Bureau of Special Education Support

RE: Special Education Directors Mentoring Program

The New Hampshire Department of Education (NHED), Bureau of Special Education Support is offering a mentoring program to new district Special Education Directors for the 2024-2025 school year. The intent of the mentoring program is to support individuals who are certified, or using an alternative pathway to certification, and new to the role of District Special Education Director.

The Bureau is seeking up to twelve experienced (with a minimum of 5 years of experience) school district Special Education Directors who are currently employed by a New Hampshire school district to receive training, and act as mentors through the 2024-2025 school year for new Special Education Directors that apply to be mentees.

The responsibilities of a mentor are:

- Attend a training provided by Bureau staff on Tuesday, August 13, 2024, from 9am – 1pm at the NHED (location to be determined) along with your assigned mentee.
- Work with your mentee at least twice a month either in person, zoom, or by phone.
- Participate in an optional mid-year meeting on Tuesday, January 28, 2025, from 9am–11am via zoom.
- Attend a wrap-up meeting with your assigned mentee on Tuesday, May 27th, 2025, from 9am–11am to provide feedback around challenges and areas of improvement, reflect on key areas of growth and celebrate accomplishments.
- Attend the Director's Calls every other Thursday at noon.
- Attend the Bureau of Special Education Support's Annual Information Day (date TBD)
- Complete a series of self-paced modules on effective mentoring.

If you are interested in serving as a Special Education Director Mentor, please complete the attached application and submit by Monday March 25, 2024 to:

E-mail:

Robin Budryk

Robin.G.Budryk@doe.nh.gov

The Bureau will notify selected mentors of their acceptance by Monday, April 8, 2024.

If selected, mentors are eligible for up to \$4,000 for their participation in the program for each assigned mentee. In order to participate, mentors must be able to enter into contract with the NHED as a vendor. Vendors are required to have personal automobile insurance and professional liability insurance in the amount of \$1,000,000. The Bureau has incorporated the cost of the insurance, as well as travel, in the hourly wage of \$75.00 for trainings and monthly contact with their assigned mentee(s) for the contract period.

Should you have questions, or need further clarification, please contact Danielle Pelletier at Danielle.Pelletier@doe.nh.gov or (603) 271-3737.