

Pupil Personnel Services Department	
Job responsibilities	
Director of Special Education	Director of Student Services
Assessment/NECAP/ALPs	Attendance/Truancy/Safety
Budget Preparation: Special Ed 1200	Budget Preparation: Guidance, ESOL, Nurses, Psychologists, District Programs etc.
Catastrophic Aid Reimbursement	Court System/DCYF
Chapter 402 Court Placements	Department of Education reporting
Childfind	District Program Oversight/ASD/IN/ED
Department of Education reporting	Emergency Response/Crisis Intervention
District Program Oversight/ASD/IN/ED	English as a Second Language
Extended School Year (ESY)	Extended Learning Opportunities
Federal & State Reports, Audits (Indicators)	Guidance/curriculum & counseling Services
IDEA Grant	Health Services: Nurses
Independent Evaluations/ASD district evals	Special education Hospital Instruction/ Home tutoring
LEA Plan	Homeless / Migrant Children
Literacy Coaching/Programs	Home Schoolers
Medicaid to Schools/Lumea	Out of District Placements:
NHSEIS Compliance/ Data and Reporting	Parent complaints: 504, Guidance, Health, etc
OT/PT/Speech	Personnel: Psychologists, Guidance, Nurses, ESOL, Attendance Dean.
Parent complaints, Mediation, Due process special education	Professional Development/Staff Training
Personnel: Related Services, Literacy Coach, District special ed staff, Preschool, Coordinators	Policies and Procedures
Preschool services	Psychological Services
Policies and Procedures	Response to Instruction Oversight (RTI)
Professional Development/Staff Training	School Safety and Security
Program Approval/ School and Individual	School Support K-12 school services
School Support/PK-12 Special education	Section 504 services, District Coordinator
Special Education services & process	Student Assistance Programs (Lena/Binette)
Transition (TRHS/vendors)	Summer School/Alternative Programs
Vocational / Special Assessments	Tutoring services
Transportation (w Director of Transportation)	Transportation (w Director of Transportation)
<i>Student Support Services, as needed</i>	<i>Special education support, as needed</i>

Black- existing responsibilities Red: overlapping, Green: new, or from others