

**State of New Hampshire Job Posting
Department of Education
101 Pleasant Street
Concord, NH 03301**

Division of Educational Improvement - Bureau of Special Education

**Program Specialist III
Labor Grade 23
Position #9T2895**

The State of New Hampshire, Department of Education, Division of Educational Improvement, Bureau of Special Education has a full time temporary vacancy for Program Specialist III.

Summary: To analyze and interpret data, policies and procedures for use in planning and developing federal programs of care to children and youth with serious emotional disturbances.

Responsibilities:

Researches, develops, drafts and implements plans for outreach to families and youth from racial, ethnic and ethnic linguistic minority communities.

Analyzes and interprets information in order to assist in developing program policy and procedures related to programs of care for children and youth with serious emotional disturbances.

Assures participation of families and youth from racial, ethnic and linguistic minority communities in development and implementation of strategic plan.

Consults with state and local officials as well as private agencies to ensure coordination in the implementation of programs.

Provides information and interpretation to other agencies and the public regarding program planning, policy and procedure.

Maintains coordination and collaboration with other entities addressing issues of cultural and linguistic competence.

Participates in Steering/Leadership committee and other committees as needed. Seeks consultation with Substance Abuse and Mental Health Services Administration (SAMHSA) and technical assistance providers.

Analyzes existing policies and procedures in order to recommend effective changes.

Makes formal presentations and explains federal and state regulations in order to implement program policy and procedures.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major in social work, sociology, psychology, counseling, nursing or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' professional or paraprofessional experience in a field social work, sociology, psychology, counseling, nursing or related field. with responsibility for program implementation, direct service delivery, planning or program evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Eligibility for New Hampshire driver's license, if necessary for travel throughout the state.

SPECIAL REQUIREMENTS: For appointment consideration, Program Specialist III applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the Department of Education.

Employees will be required to pay an agency/union fee.

For further position information please contact Mary Steady, Administrator II, at: Mary.Steady@doe.nh.gov or at: 603-271-3730.

EOE

TDD Access: Relay NH 1-800-735-2964