

TV 62



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
Citizens Services Line 1-800-339-9900

February 3, 2014

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
State House
Concord, NH 03301

REQUESTED ACTIONS

1. Pursuant to RSA 14:30-a, VI, authorize the New Hampshire Department of Education to accept and expend NH Safe Schools/Healthy Students State Program (grant) funds in the amount of \$4,222,476.00 for FY14/15 from United States Department of Health and Human Services, effective the date of Fiscal Committee and Governor and Council approval through June 30, 2015. 100% Federal Funds.
2. Pursuant to RSA 124:15, authorize the Department of Education to establish the following full time positions for the period effective upon Fiscal Committee and Governor and Council approval through June 30, 2015.

<u>No.</u>	<u>Title</u>	<u>Labor Grade</u>	<u>Salary Range</u>
1	Administrator II	29	\$53,937.00 - \$73,963.50
2	Program Specialist III	23	\$41,710.50 - \$56,335.50
3	Program Assistant II	15	\$30,166.50 - \$39,994.50

3. Pursuant to RSA 124:15, authorize the Department of Education to establish one (1) part time Program Specialist III (Labor grade 23) (Salary Range \$35,742.00 - \$37,306.00), not to exceed 29.5 hours/week, for the period effective upon Fiscal Committee and Governor and Council approval through June 30, 2015.

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 and The Honorable Council
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Funds will be budgeted as follows:

New Hampshire Safe Schools and Healthy Students Programs
06-56-56-561010-88940000
RSRC: 408183

<u>Class</u>	<u>Descriptions</u>	<u>Fiscal Year 2014</u>	<u>Fiscal Year 2015</u>
020	CURRENT EXPENSE	3,824.00	3,824.00
027	TRANSFER TO OIT	13,770.00	34,450.00
028	TRANSFER TO GENERAL SERVICES	6,000.00	6,000.00
029	INTRA-AGENCY TRANSFERS	1,800.00	1,800.00
030	EQUIPMENT NEW/REPLACEMENT	5,352.00	1.00
037	TECHNOLOGY HARDWARE	3,500.00	0.00
038	TECHNOLOGY SOFTWARE	3,000.00	0.00
039	TELECOMMUNICATION	3,540.00	3,540.00
040	INDIRECT COST	18,285.00	19,809.00
041	AUDIT FUND SET ASIDE	2,027.00	2,195.00
042	ADDITIONAL FRINGE BENEFITS	11,522.00	11,788.00
049	TRANSFER TO OTHER STATE AGENCY	39,860.00	48,692.00
050	PERSONAL SERVICES – TEMP/APPOINTE	35,742.00	37,306.00
059	TEMP – FULL TIME	117,885.00	119,873.00
060	BENEFITS	56,317.00	56,688.00
066	EMPLOYEE TRAINING	20,000.00	20,000.00
070	TRAVEL IN-STATE	6,233.00	6,233.00
072	GRANTS FEDERAL	1,547,454.00	1,674,480.00
080	TRAVEL OUT-OF-STATE	1,288.00	1,288.00
102	CONTRACTS FOR PROGRAM SERVICES	129,238.00	147,872.00
	TOTAL	\$2,026,637.00	\$2,195,839.00
 Source of Funds:			
000	Federal	\$2,026,637.00	\$2,195,839.00

EXPLANATION

The goal of the **New Hampshire Communities for Children Safe Schools/Healthy Students Initiative** is to increase the number of New Hampshire (NH) children and youth who have access to behavioral health services, decrease the number of students who abuse substances, increase the capacity of our community agencies to provide early childhood development services, improve school climate, and reduce the number of children who are exposed to violence, including decreasing the use of exclusionary discipline practices in our schools and early childhood programs. We plan to provide prevention, early intervention, and intensive, evidence-based behavioral health services and supports to 2,500 children, youth and their families per year, and 10,000 over four years, in three Local Educational Authorities (LEAs) in New Hampshire – Concord, Laconia, and Rochester. Youth in NH communities struggle with some of the highest substance abuse rates in

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the country and suspension and bullying rates that are higher than national averages. Additionally, all three selected LEAs poverty indicators are higher than state averages.

The six measurable goals of NH Communities for Children are: 1) Developing and sustaining a formal state-level collaborative cross-agency structure for identifying needs, implementing evidence-based practices, sharing and targeting data and resources, changing policy, and implementing cross-discipline professional development, 2) Substantially improve the social and emotional skills and preparedness for long-term educational success of young children, birth through five years, 3) Substantially improve the mental, The emotional, and behavioral health of children and youth and reduce school violence, bullying, behavior problems, suspensions, substance abuse, and punitive/exclusionary discipline practices, 4) Substantially improve the behavioral health outcomes of the highest-need children, youth, and their families/caregivers, 5) Substantially improve the engagement of families and youth in decision-making at all levels, and 6) Substantially reduce risk factors and strengthen protective factors at the individual, family, and community level to reduce the prevalence of alcohol and other drug misuse among school aged children.

We will accomplish these outcomes by 1) implementing a structured and proven planning and implementation framework at the state and local levels to ensure cross-agency and cross-discipline partnerships, 2) implementing the evidence-based Positive Behavioral Interventions and Supports (PBIS) framework in early childhood programs and schools, and 3) using the Interconnected Systems Framework to integrate and provide school based mental health services and PBIS and to select and provide evidence-based mental health interventions for children and youth with or at risk of developing mental health disorders. By working with the three LEAs to implement these frameworks, we will build the capacity of schools, early childhood behavioral health providers, families, and community organizations, resulting in substantial and positive changes in the trajectories of all children and youth in these communities.

APPROPRIATION EXPLANATION

The following appropriation authorities are being requested:

Class 020 (Current Expenses) – To cover materials and supplies that will be used by staff.

Class 027 (Transfer to OIT) – Class is established data integration with other state agencies data systems and LEAs students database.

Class 028 (Transfer to General Services) – Appropriation for staff work areas cost.

Class 029 (Intra-Agency Transfers) – To provide for intra-agency transfers.

Class 030 (Equipment new/replacement) – To provide an appropriation for new equipment for staff under the grant.

Class 037 (Technology Hardware) – To provide computer hardware for staff under this grant.

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Class 038 (Technology Software) – To provide required computer software for staff under this grant.

Class 039 (Telecommunication) – Appropriation for staffs wireless communication.

Class 040 (Indirect Cost) – Appropriation for this class is based on 7.7 percent as established by the US Department of Education Indirect Cost Rate of all expenditures in classes 020, 027, 028, 029, 037, 038, 039, 042, 050, 059, 060, 066, 070, 080. This is paid to Administrative Services as State-Wide Cost Allocation Plan.

Class 041 (Audits) – Appropriation for this class is based on .01 percent of the total grant and paid to Administrative Services to offset audit costs.

Class 042 (Additional Fringe) – Appropriation for this class is based on 7.5 percent of total salary expenditures to cover State obligations of post retirement costs.

Class 049 (Transfer to Other State Agency) – Appropriation for administrative cost for this grant.

Class 050 (Personal Services-Temp) – Appropriation for a part-time Program Specialist II to disseminate Data as required by the grant.

Class 059 (Temp - Full Time) – Appropriation to fund the requested positions of the grant.

Class 060 (Benefits) – Appropriation for this class is based on cost of health and dental insurances and FICA.

Class 066 (Employee Training) – Appropriation for the professional development requirements of the grant.

Class 070 (In-State Travel) – Appropriation for in-state meetings and presentations.

Class 072 (Grants Federal) – Appropriation to flow through funds to Concord School District, Rochester School District, and Laconia School District.

Class 080 (Out-of-State Travel) – Appropriation for staff to attend out-of-state meetings and presentations.

Class 102 (Contracts for Program Services) – Appropriation to provide federally required program evaluations of the grant.

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The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981:

1. List All Personnel involved :

1	Administrator II (full time)	29	\$53,937.00 - \$73,963.50
2	Program Specialist III (full time)	23	\$41,710.50 - \$56,335.50
3	Program Specialist III (part time)	23	\$35,742.00 - \$37,306.00
4	Program Assistant II (full time)	15	\$30,166.50 - \$39,994.50

2. Nature, Need, and Duration:

These positions will provide leadership and support for the grant in corporation with the Department of Health and Human Services, Bureau of Drug and Alcohol Services. The positions subject to this request will be funded until June 30, 2015 when the program will be continued with the Biennium Budget process. The positions will be funded by and support **New Hampshire Communities for Children Safe Schools/Healthy Students** grant. The goal of the grant is to increase the number of New Hampshire (NH) children and youth who have access to behavioral health services, decrease the number of students who abuse substances, increase the capacity of our community agencies to provide early childhood development services, improve school climate, and reduce the number of children who are exposed to violence, including decreasing the use of exclusionary discipline practices in our schools and early childhood programs. The Grant of Federal funds will end on June 30, 2017, when the positions will also end.

3. Relationship to Existing Agency Programs:

This grant will be in corporation with the Department of Health and Human Services, Bureau of Drug and Alcohol Services. We will accomplish these outcomes by 1) implementing a structured and proven planning and implementation framework at the state and local levels to ensure cross-agency and cross-discipline partnerships, 2) implementing the evidence-based Positive Behavioral Interventions and Supports (PBIS) framework in early childhood programs and schools, and 3) using the Interconnected Systems Framework to integrate and provide school based mental health services and PBIS and to select and provide evidence-based mental health interventions for children and youth with or at risk of developing mental health disorders. By working with the three LEAs to implement these frameworks, we will build the capacity of schools, early childhood providers, behavioral health providers, families, and community organizations, resulting in substantial and positive changes in the trajectories of all children and youth in these communities.

4. Has a Similar Program been Requested of the Legislature and Denied?

No. This situation is unique and unprecedented.

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5. Why wasn't this Funding Included in the Agency's Budget Request?

At the time that the State's Operating Budget was being prepared the Request For Proposal for the Grant had not been made public.

6. Can any Portion of the Grant Funds Be Utilized?

No. The positions requested are necessary to fulfill the intent of the Grant proposal that was accepted by the Granting Authority.

7. Estimate the Fund Required to Continue the Position(s):

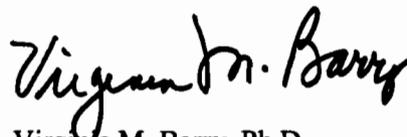
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

FISCAL SITUATION

US Department of Health and Human Services Grant Award 1U79SMO61512—01 \$8,626,935.00

FY 2014 Requested Appropriation	\$2,026,637.00
FY 2015 Requested Appropriation	\$2,195,839.00
Anticipated FY2016 Agency Budget Request	\$2,200,059.00
Anticipated FY2017 Agency Budget Request	<u>\$2,204,400.00</u>
Total Appropriations	\$8,626,935.00

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner of Education

Attachments:
SAMHSA Grant Award
Personnel Packets



SS/HS State Program
 Department of Health and Human Services
 Substance Abuse and Mental Health Services Administration
 Center for Mental Health Services

Notice of Award

Issue Date: 09/23/2013

McKenzie

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Grant Numbers: 1U798M081512-01

Program Director:
 McKenzie Harrington-Bacote

Project Title: NH Safe Schools/Healthy Students State Program

Grantee Address	Business Address
NEW HAMPSHIRE STATE DEPT OF EDUCATION Susan Folsom Accountants 101 Pleasant Street Concord, NH 033013862	Sue Folsom Accountants NH Department of Education 101 Pleasant Street Concord, NH 03301

Budget Period: 09/30/2013 - 09/29/2014

Project Period: 09/30/2013 - 09/29/2017

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$2,028,648 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NEW HAMPSHIRE STATE DEPT OF EDUCATION in support of the above referenced project. This award is pursuant to the authority of Section 520A of the PHS Act as amended, and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,

Gwendolyn Simpson
 Grants Management Officer
 Division of Grants Management

See additional information below

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SECTION I - AWARD DATA - 1U79SM061812-01

Award Calculation (U.S. Dollars):

Salaries and Wages:	\$143,735
Fringe Benefits:	\$47,808
Personnel Costs (Subtotal):	\$191,544
Equipment:	\$8,238
Supplies:	\$4,400
Consortium/Contractual Cost:	\$1,695,368
Travel Costs:	\$20,700
Other:	\$85,300
Direct Cost:	\$2,005,548
Indirect Cost:	\$21,092
Approved Budget:	\$2,026,640
Federal Share:	\$2,026,640
Cumulative Prior Awards for this Budget Period:	\$0

AMOUNT OF THIS ACTION (FEDERAL SHARE): \$2,026,640

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$2,026,640
2	\$2,198,842
3	\$2,200,053
4	\$2,204,400

* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number: 93.243
 EIN: 102600618B2
 Document Number: 13SM61812A
 Fiscal Year: 2013

IC	CAN	Amount
SM	C96C502	\$2,026,640

SM Administrative Data:

PCC: SSHA-ST / OC: 4145

SECTION II - PAYMENT/HOTLINE INFORMATION - 1U79SM061812-01

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support - Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III - TERMS AND CONDITIONS - 1U79SM061812-01

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This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

**Treatment of Program Income:
Additional Costs**

SECTION IV – SM Special Terms and Condition – 1U79SM061812-01

1. SPECIAL TERM AND CONDITION OF AWARD:

By January 2, 2014, the grantee must provide the following to Grants Management Specialist and to the Government Project Officer by email attachment only:

A revised, detailed Year 1 budget and budget justification at the recommended funding level of \$2,028,640. The revised budget must include the following required changes:

a. State Travel Costs -

1. **In-state Travel - Detailed cost breakdown to support the total of \$16,000 in-state travel for the Project Directors, Project Coordinators, and the Marketing Coordinator. The breakdown must include: (1) Identification of each location; (2) staff title; and (3) mileage, per diem (if applicable)= Cost.**

2. **Out-of-State Travel - A breakdown of the costs to support the total of \$4,700 out-of-state travel. Identify the locations; airfare, hotel costs, car rental/mileage and per diem for each individual to total the \$4,700. Note: The travel budget includes costs for five (5) people from the state. It should include costs for one person only - the State Coordinator.**

b. Equipment - Identification of the personnel or positions to receive the equipment purchases, and justification for the purchase of the equipment.

c. Office Space Rental, and Audit Costs are typically a part of the indirect cost. You must provide reason(s) why these costs are being charged as direct costs vs. indirect costs.

d. Supplies and Current Expenses - Explanation for what is meant by "Current Expenses."

e. Other - Audit Costs. Note that project specific audits are no longer required on the SAMHSA grants. Organizational audit costs are typically included in the indirect costs. If the audit costs are project specific costs, you will need to re-budget the funds to another allowable costs. If not, please provide a statement that these audit costs are not included in the indirect costs that is being charged on this grant.

f. Other - Professional Development - A breakdown of the trainings and costs. The breakdown should include: (1) Identification of each Professional Development training and associated costs for each staff member taking the training. Also, please more detailed explanation of how the Professional Development trainings are related to this program.

**** Please revise the detailed budget to show Audit Costs (if applicable), Professional Development, Office Space Rental, OIT Data Integration, OIT Transfer to Data Center must come under "Other" Cost Category. All of your costs must be listed under the appropriate cost categories listed on the SF-424A**

Budget information form as well as shown in the Sample Detailed Budget and Budget Justification provided in the RFA.

g. Indirect Costs- Provide documentation to support the indirect charge of 21,092.00 (6.8% indirect cost) to the grant.

h. Completed Lobbying Disclosure Form

SPECIAL PROGRAMMATIC CONDITIONS OF AWARD:

1. Submit a description of how the SS/HS State Program will support development of a prevention infrastructure for school-age children without duplicating services currently supported by other infrastructure grants from SAMHSA, i.e., Project LAUNCH.
2. Submit a description of how decision-making at the state and LEA levels will be coordinated and made.
3. Submit an organizational chart depicting state roles and the chain of command between the state and the three LEAs; and, an organizational chart for each of the three LEAs.
4. Submit a revised timeline that aligns with the date benchmarks in the Request for Application. 1. Submit additional demographic information on the highly vulnerable refugee families mentioned in the application, e.g., which of the LEAs are these families a part of and what are the different ethnicities of these families.
5. Clarify and submit a description addressing how the Interconnected Systems Framework links with PBIS and the SS/HS Framework.
6. Submit a description of the process for selecting Core Management Team members.
7. Submit resumes for the state Project Coordinators and the LEA Project Managers. [NOTE: the Project Coordinators and Project Managers are key staff and must be approved by the Federal Project Officer prior to hiring.]
8. Submit a report that includes all baseline data for all performance measures.

9. BEHAVIORAL HEALTH DISPARITIES IMPACT STATEMENT:

See Attached Behavioral Health Disparities Special Conditions of Award and Chart

Failure to comply with the above stated Conditions may result in your grant being placed on high-risk, suspension, and/or termination or denial of funding in the future

REMARKS:

REFER TO THE FOLLOWING LINK FOR THE STANDARD TERMS AND CONDITIONS OF AWARD:

<http://www.samhsa.gov/Grants/StandardTermsConditionsNEW.pdf>

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KEY STAFF:

**McKenzie Harrington-Bacote, NHDOE Project Director @ 0.15% level of effort (In-Kind)
TBD, NHDOE Project Coordinator @ 1.0% level of effort**

Contact

Michelle Bechard, Program Official

Phone: (240) 276-1872 Email: michelle.bechard@samhsa.hhs.gov

Sherie Fairfax, Grants Specialist

Phone: 240-276-1415 Email: sherie.fairfax@samhsa.hhs.gov Fax: 240-276-1430

**Safe Schools/Healthy Students State Planning, Local Education Agency, Local
Community Cooperative Agreements**

FY 2013

SPECIAL CONDITIONS OF AWARD - Applies to all grants

By December 1, 2013, the grantees must submit:

1. A behavioral health disparities impact statement that includes all sub-populations in the proposed geographic regions.

Disparities impact statements must outline the population/s of focus that will be involved in the project and the unduplicated number of individuals who are expected to receive services. The disparities impact statement should be consistent with information in your application regarding access, service use and outcomes for the program. The disparities impact statement may be developed as a narrative or table (see example below).

Disparity Impact Statement Example. The access, service use and outcomes of the sub-populations listed in the table below are expected to be addressed through the implementation of [Insert project name].

Direct Services Number to be served:					
By Race/Ethnicity:					
African American					
American Indian/Alaska Native					
Asian					
Caucasian					
Non-White Hispanic					
Native Hawaiian/Other Pacific Islander					
Two or more Races					
By Gender					
Female					
Male					
By LGBT Status					

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2. A plan of how you will use your data for outcomes regarding race, ethnicity and LGBT status, including processes or programmatic adjustments to address identified issues, across the following domains:

- a. Data collection activities.
- b. Program services and activities development and implementation.
- c. Data reporting, including access, use and outcomes measures.

The grantees may refer to the HHS published final standards for data collection on race, ethnicity, sex, primary language and disability status, as required by Section 4302 of the Affordable Care Act in October 2012, <http://www.minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlid=208>.

3. A plan for the development and implementation of policies and procedures to ensure adherence to the Enhanced Culturally and Linguistically Appropriate Services (CLAS) Standards and the provision of effective care and services that are responsive to:

- a. Diverse cultural health beliefs and practices;
- b. Preferred languages;
- c. Health literacy and other communication needs of all sub-populations within the proposed geographic region.

The SAMHSA GPO will provide additional guidance under separate cover.

Failure to comply with the above stated Special Condition(s) may result in your grant being placed on high-risk, suspension, and/or termination or denial of funding in the future.



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 25 Capitol Street
Concord, New Hampshire 03301

LINDA M. HODGDON
Commissioner
(603) 271-3201

SARA J. WILLINGHAM
Acting Director of Personnel
(603) 271-3261

February 18, 2014

Shella Miller
Human Resources Coordinator
Department of Education
101 Pleasant St.
Concord, NH 03301

Regarding: Request to establish three (3) full-time temporary positions and one (1) part-time position funded by four-year Substance Abuse and Mental Health Services Administration (SAMSA) grant.

Dear Ms. Miller:

This letter is to confirm that the Division of Personnel supports the creation of an Administrator and three (3) subordinate positions to be located in the Division of Educational Improvement, Bureau of Special Education and funded by the SAMSA grant.

This is preliminary support for funding purposes only. Final approval is contingent on submittal in the NH FIRST system and the completion of a formal review to confirm/determine proper classification.

Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Acting Director of Personnel

Experience: Seven years' experience in education, four years of which must have been a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

License/Certification: Eligibility for New Hampshire driver's license or access to transportation for use in statewide travel.

Special Requirements: None

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee Signature

Bureau Administrator's Name & Position #:

Date Reviewed

Santina Thibedeau
Director of Special Education, #30373

Administrator's Signature

Date Reviewed

Director's Signature

Dept. Approval Name, Title & Position #:

Date Reviewed

Sheila Miller
Human Resources Administrator

Department Approval

Date Approved

Division of Personnel

Date Approved

SUPPLEMENTAL JOB DESCRIPTION

Classification: Program Specialist III

Function Code: 7125-056

Position Title: Educational Information Dissemination
Coordinator, Office of Safe Schools and Healthy Children

Date Established: 06-08-05

Position Number:

Date of Last Amendment: 06 20 13

SCOPE OF WORK: To oversee marketing, communication, and outreach campaigns to educate NH communities about behavioral and mental health issues and about the risks for behavioral health problems, including substance abuse as part of the Office of Safe Schools Healthy Children Grant at the NH Department of Education. This position will provide social marketing and related support to three local school systems using the safe schools healthy student model, under the supervision of the NHDOE Safe Schools Healthy Students Project Director. This position will work closely with the Bureau of Behavioral Health, the Bureau of Drug and Alcohol Services, Juvenile Justice Services and other NH organizations. This position does not have supervisory capacity.

ACCOUNTABILITIES:

- Develop and implement marketing and informational advertising campaigns for NHDOE to support local school systems implementation of grants and programs through the Office of Safe Schools Healthy Students and act as a liaison with all grant and program partners to fulfill marketing, communication, and outreach objectives and goals
- Disseminates information within local communities and statewide
- Collect, review, and develop grant and program information, resources, and promising practices for distribution to the public through such media as the NHDOE website, brochures, social media outlets, and meetings and conferences.
- Create, deliver, edit, and optimize marketing materials and social media outreach
- Coordinate flow of information and communication, such as press releases, media relation content, white papers, social media content, brochures, and other mediums of information dissemination
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in marketing, business, education, management or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' professional experience in marketing, management, business, education or related field; two years which must be relevant experience in areas of marketing, communication, and outreach; Each additional year of approved work experience may be substituted for one year of required formal education.

Skills & Knowledge: Demonstrated knowledge in marketing strategies and tools; Microsoft Office and other marketing applications; excellent oral and written communication; organizational and multi-tasking skills; presentation skills; Demonstrated proficiency in social marketing strategies and outreach campaigns

Special Requirements: For appointment consideration, 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 state agency in which the vacancy exists.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee Signature

Bureau Administrator's Name & Position #:

Administrator's Signature

Director's Signature

Dept. Approval Name, Title & Position #:

Department Approval

Division of Personnel

Date Reviewed

Santina Thibedeau
Director of Special Education, #30373

Date Reviewed

Date Reviewed

Sheila Miller
Human Resources Administrator

Date Approved

Date Approved

SUPPLEMENTAL JOB DESCRIPTION

Classification: Program Assistant II **Function Code:** 7110-056
Position Title: Program Assistant II,
Office of Safe Schools and Healthy Students **Date Established:** 8/15/88
Position Number: 16952 **Date of Last Amendment:** 11/08/07

BASIC PURPOSE: To perform paraprofessional duties in implementing grants and programs related to mental and behavioral health, bullying prevention, school climate and culture, educational programs serving the needs of students with disabilities age 3-21, and HIV and AIDS at the NH Department of Education, under the Supervision of the Director of the Office of Safe Schools and Healthy Students.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Provides administrative supervision over subordinate staff in Local Education Agencies (LEAs) in collecting, maintaining and releasing program information related to grants and programs under the Office of Safe Schools and Healthy Students. Maintains and enters data.
- Provides program guidance to LEAs involved in grants and programs through the Office of Safe Schools and Healthy Students.
- Assists the Director of the Office of Safe Schools and Healthy Students in the planning and coordination of all grant and program activities and in training subordinates.
- Compiles and prepares specialized program information for the Director of the Office of Safe Schools and Healthy Students.
- Assists in the development of operational policies and procedures and alternative work methods to improve the flow of work.
- Ensures the confidentiality policies and procedures of student data and related materials.
- Presents information to clarify policies, procedures, standards, grant goals and objectives, and grant activities as required by federal agencies, state agencies, LEAs and the public.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or technical institute with major study in business, education, management, data management, marketing or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years of experience in education, business, management, data management, marketing or related field with responsibility for providing program information to others. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

SPECIAL REQUIREMENTS:

For appointment consideration, Program Assistant II 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.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

Employee Signature

Bureau Administrator's Name & Position #:

Administrator's Signature

Director's Signature

Dept. Approval Name, Title & Position #:

Department Approval

Division of Personnel

Date Reviewed

McKenzie Harrington-Bacote
Director of Safe Schools & Healthy Students,

Date Reviewed

Date Reviewed

Sheila Miller
Human Resources Administrator

Date Approved

Date Approved