

# **SPED STAFF RESPONSIBILITIES**

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## **Special Ed. Vice Principal Responsibilities:**

- Supervision of all Special Ed. teachers, instructional aides, paraeducators, secretary, and TSA
  - Schedule work day and lunch periods for all aides and paraeducators
  - Evaluations for all instructional aides, paraeducators, and secretary
  - Observations and evaluations of all Special Ed. teachers and TSA
  - Assignment of all instructional aides and paraeducators to classroom teachers and students who need one-on-one paraeducators
  - Provide input for School Psychologist, Speech Coordinator and Speech Paraeducator evaluations
- Oversight of scheduling of all IEPs
  - Continuous follow up on all IEP due dates with Sp. Ed. secretary
  - Notification to all Sp. Ed teachers of late or overdue IEPs
  - Follow up with regular ed. teachers who do not show up to IEPs
  - Set up and monitor a routine that allows IEPs to run smoothly and quickly
- Attend all Initial IEPs and Pre-Expulsion IEPs to ensure proper placement and recommendations
- Work closely with School Psychologist(s) to ensure that all testing, behavior plans, and DIS services are addressed and completed in a timely manner
- Meet at least weekly (more often when necessary) with TSA, Sp. Ed. Secretary, Department Chair, and School Psychologist
- Oversight of all TMH teachers to ensure that travel training, pre-vocational skills training, and independent living skills training are taking place. Ensure that training meets the needs of each student and is in compliance with IEPs.
- Closely monitor attendance and discipline incidents for all Sp. Ed. students (much higher incidence of truancy, illness, and discipline infractions occur among Sp. Ed. students). Students approaching 10 days of suspension must have an IEP to address a possible change of placement. VPs should contact parents of students who are frequently truant or ill (an IEP may be warranted to address these issues).
- Visit classrooms. It's very important to know the teaching strategies used by all Sp. Ed. teachers. Address any concerns you have so that instruction for all students is appropriate and challenging.
- Get to know the TMH students and parents. Parents of incoming TMH students often "shop" for the best teacher for their student. It's important to know how each of the TMH classes is run so you can address parents' questions and concerns.
- Know all "high maintenance" or "demanding" parents and their concerns and the educational issues of their students.
- Avoid formal complaints. Think gray and think free. Listen to what the parent says and figure out what the real issues are. You can solve a lot of issues before they escalate into mediations and due process hearings. Don't say "no" right away – you may be able to come to a compromise - - think win / win.
- Know that you will at some point receive a complaint – it's inevitable. Call the Program Specialists right away. They are great partners and will help problem solve.

- If an issue goes to mediation or due process, remember that the D.O. staff has a lot of them, not just your school. Communicate often and make sure you get the results in writing. You can't comply if you don't have the requirements in writing.
- Facilitate the gathering of information at the site level for mediations and due process hearings.
- Participate in mediations and due process hearings as needed.

## **Antelope Valley Union High School District**

### **Job Classification**

Teacher on Special Assignment – Special Education

### **Brief Description of Position**

Act in a role of instruction and organization for the Special Education Department and the instructors.

### **Major duties and Responsibilities**

- Consults with Department Chair and SPED VP to monitor caseloads of Special Education Department
- Oversee caseload of students on watch and consult
- Organization and implementation of on-site learning center
- On-site training for Special Education Department
- Attendance as administrator designee at annual, 30 day, and initial IEP's
- Attend and advise feeder schools as to recommendations at 8<sup>th</sup> grade IEP's
- Administer standardized testing for initial IEPs
- Collaboration on registration process for Special Education students
- Work with SPED Department Chair on relaying of information from District Special Education office to staff

### **Other Duties and Responsibilities**

- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems for students on their caseload
- Communicate with parents and school staff on the individual student's progress for students on their caseload
- Liaison to general education staff to assist with staff development needs to support collaboration
- Assist collaboration team with communication among all stake holders (students, parents, staff, community), including chairing the Inclusion Site Team

### **Supervision Exercised or Received**

- Plans and coordinates the work of aides, classified personnel, assistants, and other paraprofessionals in collaboration with the SPED Department Chair and the SPED VP
- Receives supervision pursuant to the evaluation process

**DEPARTMENT CHAIR FOR SPECIAL EDUCATION**  
**Antelope Valley Union High school District**

**Brief Description of Position**

The department chairperson's prime responsibility is to foster the achievement of the necessary climate for effective teaching and learning and to serve as a communications link between unit members and the principals.

**Responsibilities**

- Call and chair monthly meetings and send meeting minutes to Program Specialist and VP in charge of Sp. Ed...
- Approve and coordinate requisitions and purchases of necessary department supplies.
- Coordinate departmental recommendations for supplementary materials.
- Maintain records as necessary to ensure that requisitions are within department allocations.
- Provide Principal with a list of books to be ordered for the upcoming school year.
- Coordinate instructional hardware and assistive technology (books on tape, recorders, tape players and computers).
- Coordinate standardized testing materials (KTEA, WAIT II)
- Delegate tasks to department members – representatives on Title 1, IIUSP representative, etc. – Advocate for a portion 10-20% of these funds-these monies can be used for supplemental materials – a reading program should be available in all SDC classrooms – Example: Accelerated math and reading could be included in the IIUSP – Sp. Ed. Should get their portion of these monies. Create department committees to cover various areas of need – selection of texts/supplemental materials, etc.
- Develop department goals and objectives (what you plan to do and how to improve instructional setting).
- Work with TSA and VP in charge of Sp. Ed. on site plan.
- Assist TSA and VP in charge of Sp. Ed. with department needs in curriculum, personnel, scheduling of students, caseload levels, and section size.
- Collaborate with TSA and VP in charge of Sp. Ed. on master schedule for the upcoming school year.
- At Principals department meetings – advocate for Sp. Ed. support – the portion of the budget that reflects the % of Sp. Ed. at your site.
- Assign members from your department to sit on gen. ed. department meetings.
- Serve on District committees regarding development and revision of Sp. Ed. curriculum.

This does not preclude other items in contract (See pages 11-15 of the bargain agreement July 1, 2003 through June 30, 2006)

# ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

## **Job Classification:**

### **Special Education Secretaries Responsibilities**

- Scheduled IEP's (Translator, Teachers, Case Carrier's, Admin, Counselor, Psychologist, District office Rep's, Social Workers, DMH, and other Services Providers) Invitations to all
- Call or send for SPED records from other schools.
- Input entering students into SPED SASI module
- Attend SPED Department meetings at site and District levels
- Run queries for SPED data for site and District
- Run queries for P1 and P2 counts
- Work with the TSA to ensure that all students are properly coded
- Keep log for initials, request for assessment, then 50 day
- Keep log for all assessments – 50 day time line
- Send SPED records to other schools
- Send SPED files to Archive when students disenroll, graduate or leave District.
- Make SPED Confidential File for incoming students
- Maintain SPED Confidential Files
- Copy SPED records upon request from parents (includes SPED teacher file and confidential, admin files(all SASI files), attendance files, health files, CUM file
- Assign Home Teacher's for Sped Students who need a Home Teacher/per administration.
- Secretarial duties for the SPED department
- Other duties as needed per administration