



Director of Special Education
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SpEd Leadership Meetings

Our special education leadership team meets monthly. We are currently reviewing and making updates to our paraprofessional handbook that we give to new paraprofessionals in the district when they are hired. It contains some important components of the position, as well as some information about working with students and other staff members. We hope to finalize updates to this document at our October meeting.

We also looked at several samples from around the state of various types of case manager checklists. Essentially, these samples outline the items that need to be completed each year. We decided to go with a monthly checklist of reminders. I hope to finish the electronic copy of this document for the team to review at our October meeting, then it will be shared with all special education staff as a reference tool. This will be a quick glance tool of items to remember to do each month, as well as a tool that we envision special education mentors/mentees could use as they meet each month to discuss items that need to be completed by the new special education teacher.

Special Education Paperwork Days

Special education staff in the district have typically been allowed 4 special education paperwork days each year to provide them additional time to complete the due process paperwork that is required for each eligible student under IDEA. Due to COVID-19 and an already small pool of substitute teachers, the decision was made to adjust this plan for the year. In order to stay in line with our budget, special education staff have been provided up to 16 hours at the teacher contract rate for curriculum. It takes a considerable amount of time to prepare for a substitute teacher and our fear was that all preparations may be complete, but then the substitute needs to be pulled to cover a vacancy elsewhere due to illness, quarantine, etc. Although not ideal, at this time the response I have received from special education staff is gratefulness that we recognize the additional paperwork they are required to complete and that we have found a way to provide them at least some time to complete this work.

Return2Learn

I've had the opportunity to complete a number of staff evaluations already this fall, which has allowed me to spend time in classrooms-both in person and in a virtual lesson! While these circumstances aren't ideal, our staff have stepped up and found ways to keep all our learners engaged while at school or at home. I appreciate the efforts of all of our staff, as well as how well they support one another in working through challenging situations.