

TCM Job Description

myIDEA

- SCRAM data support

- Quality control on data input

- Assist myIDEA Coordinator in training of teachers, and para-professionals.

- Oct. 1, Dec. 1 and July 1 state data collection

Assist in teacher training

- File order

- Timelines and procedures

File review

- Transitions for grades PreK-K, 6-7, 9-10, 10 to Transition

- Prior to submissions to LRE review

File destruction

- For files no longer needing to be maintained by the LEA

Paperwork Assistants in schools:

At teachers direction,

- File order management

- Timelines for:

 - Up-coming IEPs, re-evaluation, age of majority, transition, graduation

 - Set up IEP meetings

 - Send notice of meeting

 - Organize files

 - Work with students