

To: Advisory/Negotiations Team

From: Angie Estell, Director of Special Education

Re: Special Education Learning Facilitator/Instructional Coach

Date: November 15, 2021

History/Relevance: The special education department has historically had three administrators: the Director of Special Education, the Coordinator or Assistant Director of Special Education, and the Director of Early Childhood. This past year, the Director of Early Childhood retired. Upon review of the job responsibilities of each position, the decision was made to assign the administrative job responsibilities of the Early Childhood Director to the Assistant Director of Special Education. At that time, the non-administrative responsibilities were divided between the Early Childhood School Psychologist (currently filled by a social worker) and the Early Childhood Secretary.

A significant responsibility of the special education department has been the oversight of IEPs. Oversight includes meeting IDEA regulations, reporting timely and accurate data, and developing quality descriptions of the Present Levels of Academic Achievement & Functional Performance, goals, and services. These oversight responsibilities are being covered by the Director of Special Education, the Assistant Director of Special Education and contracted services by a retired special education administrator/teacher when time allows. The department can carry out administrative responsibilities with two administrators but an additional staff member is needed to provide quality mentoring to staff members.

What: Approval of the Special Education Learning Facilitator/Instructional Coach

Why: The needs of the special education department have changed throughout the years and we need to address the changes with developing appropriate supports. The percentage of students receiving services through an individualized education plan has increased over the years. Due to the shortage of certified special education staff applicants, we are now hiring many teachers who are completing their special education endorsements while teaching. We need to be able to support these teachers in meeting the needs of their students and in developing quality IEPs. The Special Education Learning Facilitator would assist teachers in analyzing data to determine needs, modify curriculum, develop appropriate accommodations, and create positive learning environments.

Where: Student Support Services Department (Special Education)

When: Upon approval the position will be posted and remain open until filled with a qualified candidate.

How: Through the approval of this proposal and supporting special education ESSER Funds. The position will continue by building in the cost of the position into the Special Education Budget receiving state special education categorical reimbursement.

Who: Special Education Learning Facilitator/Instructional Coach (Job Description attached)

How much: Approximately \$45,289 for a MS level teacher minus state special education categorical reimbursement (Approximately \$29,000) totaling \$16,289.