

New Special Education Director Considerations!

Where to Start?

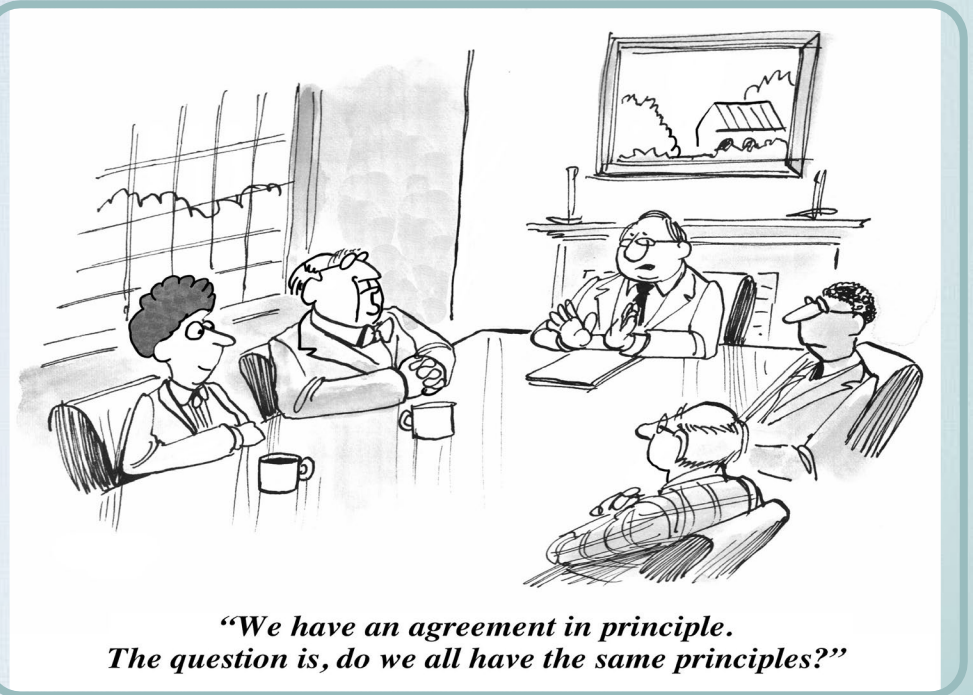
1. Relationships
2. Operations
3. Fiscal

New Special Education Director Considerations!

Relationships-

Discussions:

1. Superintendent or Boss
2. Special Education Staff and/or Related Services Staff/Contractors



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Relationships-

(Continued)

Discussions:

3. Reach out to "Your Vocal Parents"
4. Schedule more regular meetings with your Vocal Parents
5. Develop a regular meeting schedule with school staff and district administrators
6. Get to know your local ESD Special Director and OSPI Special Education Supervisor for the region



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Operations-

Review:

1. District Special Education Policies, Procedures and Processes
2. Develop an understanding of the district's "continuum of services" in the respective buildings
3. Learn the district's special education "data management system"
4. Know where to find your district special education data on the OSPI website



"We succeeded in turning around the business ...
just in the wrong direction."

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Operations-
(Continued)
Review:

5. Become familiar with iGrants and Form Package 267. Also, review your current determination report and any "Corrective Action Plans", if needed.
6. Know where to find the 6 annually required special education reports and dates on the OSPI website.
7. Finally, become familiar with your own internal "File Review" process to ensure all due process forms and reports are in place and adequate.
8. Consider developing a Professional Development Plan for your staff based on staff feedback and other district data and reports.



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Fiscal-

Review:

1. Peruse all your budgets
2. Review any Grants that you are responsible for, or complete these Grants
 - a. Get to know what are approvable expenditures within the respective grants
3. Know who you supervise, as you may be signing their timesheets
 - a. Become familiar with the district's employee evaluation system



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Questions?