

SPECIAL EDUCATION

Administrator Duties and Responsibilities

1. Be Directly Involved with Special Education

- **Review case loads and discuss individual students with case managers**
- **Attend IEP and ESER meetings**
- **Be careful about assigning designees**
- **Communicate regularly with case managers**
- **Attend SPED related meetings**
- **Attend All Teacher Trainings**

2. Know What Special Education IS and IS NOT

IS

- **Locating, identifying, and evaluating children with disabilities**
- **Making it possible for a student to achieve academic success in the least restrictive environment despite their disability**
 - **Specific program or class**
 - **Access to specialists**
 - **Modification in the educational program such as curriculum and teaching materials**
- **Responsibly allocate resources to provide a Free Appropriate Public Education (FAPE) for eligible students**
- **A way to level the playing field**

IS NOT

- **A “place”**
- **A dumping ground for students that general education does not want to serve**
- **A convenient study hall, time-out, or technology room where students can go and still have supervision**
- **"Those" students**

3. Be Supportive

- **Consult and listen to your case managers on a regular basis**
- **Visit the classrooms**
- **Be proactive with concerned parents**
- **Seek resolution, not confrontation**
- **Manage Parent Requests**
- **Insure informative Prior Written Notices**
- **Provide resources and time for staff professional development**
- **Be able and willing to provide trained personnel, materials, and equipment that an IEP team determines appropriate for an individual student**

4. Know SPED Law and Regulations

- **Sped Handbook:**
https://education.alaska.gov/tls/SPED/pdf/Handbook/AK_SPED_Handbook.pdf
- **AK Statutes and Regulations**
- **Federal Register – 34 CFR Parts 300 and 301**

- **Pay particular attention to:**
 - **Revocations**
 - **Manifestation hearings**
 - **Maintenance of Effort**
- **SPED Meetings**
 - **Administrator must be present**
 - **Administrator must be able to allocate resources**
 - **Meetings are by consensus**
 - **Administrator decides if no consensus can be reached**
- **Transportation as a related service**
 - **Options for providing**
 - **Requirements for individual transportation contracts**
- **Discipline—OSEP’s Dear Colleague Letter**
- **FERPA**
 - **Know the law and make sure it is followed**
 - **Have established district procedures and practices**
- **Level of Determination/Results Driven Accountability**
- **Manage student data system-admin rights, handling record problems**
- **Compliance Monitoring Schedule**
- **Correspondence/Home Schools**
 - **Know the special requirements and cooperative agreement issues**

5. Ask for Help

- **Case Manager**
 - **Phone help**
 - **Technical Assistance**
 - **Not Legal Advice**
 - **Training**
 - **Meeting facilitation**
- **Special Education Director**
- **SSG-Parent Center**
- **Encourage your staff to ask for help**
- **If you're not sure, call; don't guess**