SPECIAL EDUCATION LEADERSHIP

Contracted Service SP15

CESA 5 provides comprehensive support by assigning a
Director of Special Education and project support staff
to administer your special education programming and
related budgeting and reporting requirements.

Your assigned director will primarily work onsite with your school district staff
while our support staff will work on your behalf at the CESA 5 office.

Services can be customized to fit the needs of your school district and may include items within these major themes:

- **Compliance and DPI Monitoring**
- **Maintenance, Training, and Supervision of Special Education staff**
- **Special Education management**
- **Monitoring of Wisconsin State Performance Plan Indicators**

*More information can be found on the next pages of this flyer
entitled "Detailed Service Information."*

Call Erikke Nystrom-Grothaus at (608) 745-5440 to learn more about
Special Education Leadership.

Detailed Service Information

Special Education Leadership Service - SP15a
CESA 5's In-district Special Education Directors will help your district implement different aspects of the Individuals with Disabilities Education Act (IDEA). Determining how many days of leadership you might need is impacted by a variety of factors. The information below is intended to help district leadership teams and boards make that determination.

All levels of Special Education Leadership include our Fiscal Management Service (SP 17)

Level 1 - Basic - Special Education only
➔ IDEA compliance
    ◆ IEP reviews
    ◆ Comprehensive evaluations
    ◆ Service delivery
➔ Serve as LEA Representative for complex evaluations or IEP meetings
➔ Advise administration on regulations/legislation related to special education
➔ Advise administration on federal, state, and local mandates pertaining to special education
➔ Maintain timely records
➔ Ensure accurate and timely collection of data related to Indicators 1-14
    ◆ Postsecondary Transition Plan compliance and submission
    ◆ Update the Program Participation System (PPS) after completion of Birth to Three evaluations
    ◆ Child Outcomes reporting
➔ Maintain student files
➔ District liaison in matters concerning special education
➔ Create school board reports on open enrollment and seclusion and restraint data

Level 2 - Moderate
All level 1 services plus:
➔ Supervise special education staff
➔ Serve as LEA Representative
➔ Mediate disputes between parents and schools
➔ Procedural Compliance Self-Assessment (PCSA) - support collection of data
➔ Report to the school board as required:
    ◆ Open enrollment space availability
    ◆ Seclusion and restraint data
➔ Act as a resource to teachers and other staff related to complex student needs
➔ High Cost Special Education Aid
➔ Transfer of Service support
➔ Maintenance of Effort oversight
➔ Child Count support

➔ Provide caseload recommendations
➔ Interview/hire staff members
➔ Support induction of new special education team members
➔ Enhance and/or create special education programs to benefit students

Level 3 - Pupil Services Director
All level 2 services plus:
➔ Plan and implement staff professional development/training
➔ Procedural Compliance Self-Assessment (PCSA) - complete full audit
➔ LEA training
➔ Coordination and supervision of English Learner (EL) services
➔ Supervision of pupil services: psych, counseling, nursing, social work
➔ Supervision of Section 504 services
➔ District Assessment Coordinator (DAC)
➔ Multi-Tiered Systems of Support oversight

Recommended minimum number of days per week required to provide service:

	District Size		
Service Level	1-400	401-900	901+
Basic	1	2	3
Moderate	2	3	4
Pupil Services Director	3+	4+	5

Additional Factors to consider:
● School Psychologist FTE level
● Local administration expertise, support and availability
● Administrative Assistant time allocated to special education
● Teacher experience/skill level
● Percentage of students with disabilities in the district and their unique needs

Special Services Director: Roles and Responsibilities (from WCASS)