LeaderShift:
Developing an Entry Plan for New Directors

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TCASE interactive 2023

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Developing an Entry Plan for New Special Education Directors
TCASE Interactive
July 10-12, 2023

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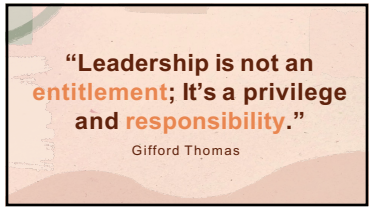
“Leadership is not an entitlement; It’s a privilege and responsibility.”
Gifford Thomas

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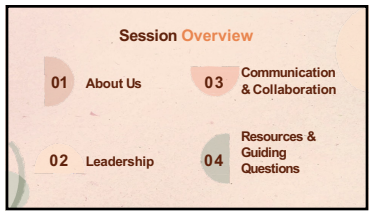
Session Overview
01 About Us
02 Leadership
03 Communication & Collaboration
04 Resources & Guiding Questions

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01

About Us

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Session Presenters

Dr. Tyrell L. White

Executive Director of Special Services Midland ISD

Dr. Thelissa Edwards

Executive Director of Special Services Spring ISD

Mrs. Jennifer Warren

Executive Director of Special Programs Bryan ISD

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Leadership

Dr. Tyrell L. White

Executive Director of Special Services Midland ISD

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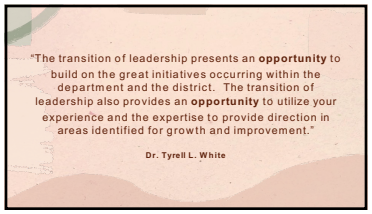
"The transition of leadership presents an **opportunity** to build on the great initiatives occurring within the department and the district. The transition of leadership also provides an **opportunity** to utilize your experience and the expertise to provide direction in areas identified for growth and improvement."
Dr. Tyrell L. White

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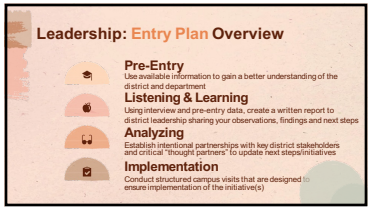
Leadership: Entry Plan Overview
Pre-Entry
Use available information to gain a better understanding of the district and department
Listening & Learning
Using interview and pre-entry data, create a written report to district leadership sharing your observations, findings and next steps
Analyzing
Establish intentional partnerships with key district stakeholders and critical "thought partners" to update next steps/initiatives
Implementation
Conduct structured campus visits that are designed to ensure implementation of the initiative(s)

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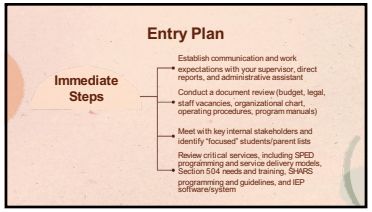
Entry Plan
Immediate Steps
Establish communication and work expectations with your supervisor, direct reports, and administrative assistant
Conduct a document review (budget, legal, staff vacancies, organizational chart, operating procedures, program manuals)
Meet with key internal stakeholders and identify "focused" students/parent lists
Review critical services, including SPED programming and service delivery models, Section 504 needs and training, SHARS programming and guidelines, and IEP software/system

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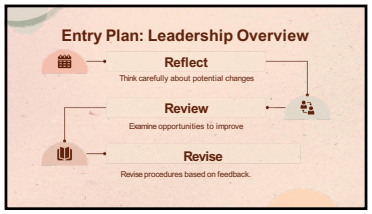
Entry Plan: Leadership Overview
Reflect
Think carefully about potential changes
Review
Examine opportunities to improve
Revise
Revise procedures based on feedback.

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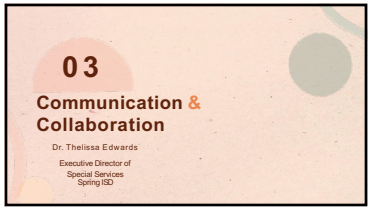
03
Communication & Collaboration
Dr. Thelissa Edwards
Executive Director of Special Services
Spring ISD

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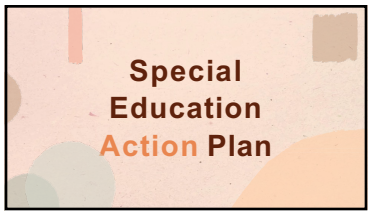
Special Education Action Plan

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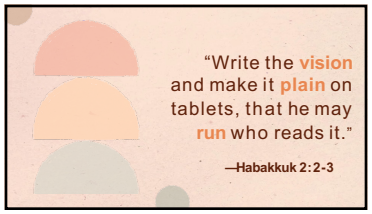
"Write the vision and make it plain on tablets, that he may run who reads it."
—Habakkuk 2:2-3

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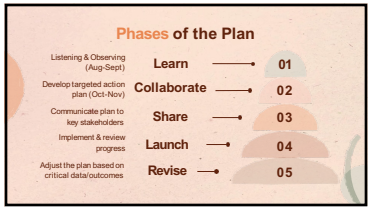
Phases of the Plan
Listening & Observing (Aug-Sept)
Learn
01
Develop targeted action plan (Oct-Nov)
Collaborate
02
Communicate plan to key stakeholders
Share
03
Implement & review progress
Launch
04
Adjust the plan based on critical data/outcomes
Revise
05

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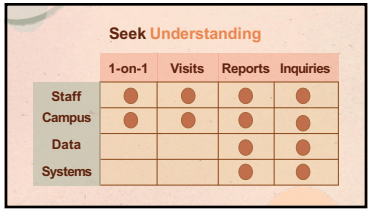
Seek Understanding
1-on-1
Visits
Reports
Inquiries
Staff
Campus
Data
Systems

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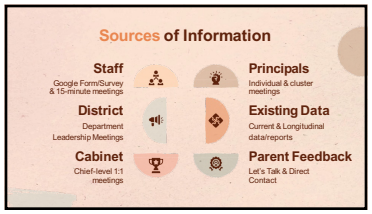
Sources of Information
Staff
Google Form/Survey & 15-minute meetings
District
Department Leadership Meetings
Cabinet
Chief-level 1:1 meetings
Principals
Individual & cluster meetings
Existing Data
Current & Longitudinal data/reports
Parent Feedback
Let's Talk & Direct Contact

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Collaboration Process
SPED Collaborative Team
Process/Outcome Gaps
Root Cause Analysis
Draft Action Plan

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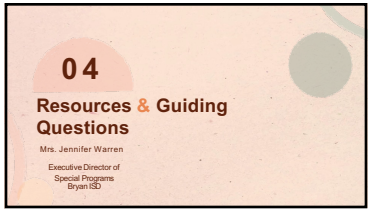
04
Resources & Guiding Questions
Mrs. Jennifer Warren
Executive Director of Special Programs
Bryan ISD

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Whether you are stepping into the role in your current district, or you are stepping into the role in a new district, there are steps you can take to understand the department landscape to make gains toward leading your team..

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Where to Start? Program Evaluations

Program Evaluations Can:

- Identify Strengths
- Identify Areas to Improve
- Provide Findings
- Provide Recommendations

Program Evaluations:

- Are completed by professionals in the field
- Are comprehensive or topic sensitive
- Can provide first steps and information for long-range planning

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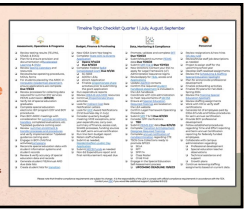
Special Education Compliance Calendars

Link to LiveBinder

- Cyclical Calendar
- Quarterly Checklists
- School Appreciation Days



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Special Education Spotlight Topics
Link to LiveBinder
Directors move into the role from a variety of backgrounds
Spotlight Topics are hyperlinked and will lead you to resources specific to these areas
Accelerated Learning: AL, IP1, HB 4545
Age of Majority
ARDC Meeting
CBS/CCDIS
Child Find
Confidentiality
Deaf/Hard of Hearing (DHH)
Discipline & Behavior
Early Childhood Interventions (ECI)
Extended School Year (ESY)
Facilitated IEP
Funding
Grading and Progress Monitoring
Legal Framework
Non-Ed Funds
Operating Procedures
PEIMS, TSDS, & SAAH
Private Nurse Agreements
Required Postings
Residential Facilities (RF)
Review & Support
Scheduling & Staffing
Significant Disproportionality (SD)
Snapshot: School District Profiles
SPED Determinations
State Performance Plan Indicators (SPPI)
Supplemental Special Education Services (SSES)
TEAL (TEA Login)
Tiering
Transfer Students
Transition

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Statewide Technical Assistance Networks for Additional Resources
TEA: Statewide Technical Assistance Networks
SPEDTEX
TIER
INCLUSION IN TEXAS
TSLA
TEXAS TRANSITION
TX CAN
SMALL & RURAL SCHOOLS NETWORK

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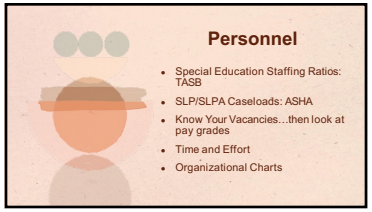
Personnel
Special Education Staffing Ratios: TASB
SLP/SLPA Caseloads: ASHA
Know Your Vacancies…then look at pay grades
Time and Effort
Organizational Charts

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The Money

Learning Budget Codes

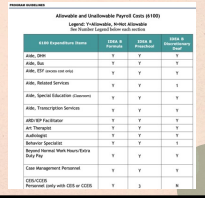
- 199, 224, etc.
- 6100, 6200, 6300, etc.
- Program Intent Codes (PIC)

IDEA-B Program Guidelines

Maintenance of Effort (MOE)

- TEAL - GFFC Report

SHARS


PROGRAM GUIDELINES

Allowable and Unallowable Payroll Costs (6100)

Legend: Y=Allowable, N=Not Allowable
See Footer Legend below each section

6100 Expenditure Items	IDEA-B Formula	IDEA-B Preschool	IDEA-B Discretionary Fund
Aide, Clerk	Y	Y	Y
Aide, Bus	Y	Y	Y
Aide, ESY (service cost only)	Y	Y	Y
Aide, Related Services	Y	Y	Y
Aide, Special Education (Classroom)	Y	Y	Y
Aide, Transcription Services	Y	Y	Y
ARD/IEP Facilitator	Y	Y	Y
Art Therapist	Y	Y	Y
Audiologist	Y	Y	Y
Behavior Specialist	Y	Y	Y
Beyond Normal Work Hours/Extra Duty Pay	Y	Y	Y
Case Management Personnel	Y	Y	Y
CEIS/CCEIS Personnel (only with CEIS or CCEIS	Y	3	N

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Key Takeaways

Collaborate with your teams. When making decisions, bring a group together to discuss and share the responsibility and ownership of the decision.

Use your resources. Try to cite where you found your information for the guidance you provide. This helps build capacity among stakeholders.

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Additional Resources

Access the QR code or link to find additional resources to support the development of your entry plan as a new special education director

http://bit.ly/3XiJLAk

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Thank You!!!

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