



## **SPECIAL EDUCATION**

### **\*IMPORTANT INFORMATION\***

#### **CHECK YOUR NUMBERS FROM DAY ONE**

1. The table that provides the maximum students served is found on page 64 of your CBA and should be strictly monitored by you.
2. Process in case of overload in a Special Ed Self-Contained classroom:
  - a. Contact your building Case-Coordinator
  - b. Contact your building Special Ed Manager
  - c. If overload continues past 10 days, contact you Building Rep.
3. Process in case of overload of Students with Disabilities in the General Ed classroom:
  - a. Notify your building principal immediately
  - b. A meeting should be scheduled within 2 weeks to determine how to best serve the student[s]
  - c. This meeting should take place within the first 10 days of school
  - d. In-house arrangements should be in place prior to the TAC [Teacher Allocation Committee] week.
4. Please Note: Your principal, Gen Ed Teacher, Intervention Specialist, Case Coordinator and Student Services Manager shall meet quarterly to resolve concerns specifically related to Students with Disabilities.

#### **IEP EXTENDED HOURS COMPENSATION**

Each intervention specialist or related service provider who is responsible for preparing six (6) or more IEPs shall receive compensation at their extended hourly rate for IEP conferences or for writing IEPs outside the workday.

Intervention Specialists with six (6) to sixteen (16) students with disabilities shall be paid up to fourteen (14) hours for IEP development and /or conferences held outside the workday. Intervention Specialists with seventeen (17) to twenty-four (24) students with disabilities shall be paid up to twenty-one (21) hours for IEP development and /or conferences held outside the workday.

Each Intervention Specialist and Related Service Personnel will receive an IEP Extended Hours form that must be completed and submitted by the end of April in order to receive compensation.

You will obtain the form during the first week of school so you can enter your data throughout the school year.

Dr. Winona Oliver – CFT Special Education Liaison