

Special Education Documentation Development Responsibilities

1. Sped Teachers/Case Manager

- a. Set up Staffing
- b. Write IEP
- c. Conduct Staffing
- d. Review Parental Rights
- e. Collect information from staffing team members
- f. Complete Progress Monitoring
- g. Complete End-of-Annual IEP results
- h. Notify CB and AEA staff that Service Plan has been changed to Current
 - i. Email notice to Williams (dwilliams@aea13.org) that IEP is current
 - ii. CC notice to the AEA 13 bldg rep that IEP is current
 - iii. CC notice to Jane French (jfrench@cbcsd.org) that IEP is current
- i. List themselves as Case Manager for each rostered student
 - i. Student
 - ii. Evaluations and Reviews
 - iii. Service Plan
- j. Make appropriate corrections on Pending List
- k. Scan original IEP from sending district into Clarity
- l. (*depending on bldg*) Scan signature page into Clarity
- m. Entering data for transfer-in IEPs into Clarity

2. Bldg Referral Managers

- a. Help to monitor flow of paperwork and Clarity data management
- b. Receive Transfer-In IEPs to review
- c. Provide support in writing quality IEPs
- d. Attend staffings as the designee in building where appropriate
- e. Help with communication between buildings and outside agencies

3. Clarity Bldg Rep

- a. Keep bldg sped teachers updated on policy/procedural changes
- b. 1st contact for teachers who have questions regarding Clarity, special education law and IEP process and procedures
- c. (*depending on bldg*) Change student Service Plan to Current
- d. Consultation related to special education law and IEP process and procedures

4. Clarity Trainer

- a. Co-contact for teachers who have questions regarding Clarity, special education law and IEP process and procedures
- b. Conduct Clarity training sessions when necessary for current and new SpEd teachers
- c. Assist teachers and bldg reps with special education and Clarity related questions
- d. (*depending on bldg*) Change student Service Plan to Current
- e. Consultation related to special education law and IEP process and procedures

5. AEA Support Staff

- a. Consultation related to special education law and IEP process and procedures
- b. For single service providers, notify AEA staff that Service Plan has been changed to Current
 - i. Email notice to Darylene Williams (dwilliams@aea13.org) that IEP is current
 - ii. CC notice to the AEA 13 bldg rep that IEP is current
- c. Provides input to the development of the IEP
- d. Assists in the communication between district staff and the certification specialist regarding compliance issues and certification of the IEP
- e. Attends staffings as needed

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6. Bldg Secretaries

- a. Scan and enter other non-SpEd information into SASI and/or District Student Information System
- b. Print and send attachments to school where student is transferring
- c. *(depending on bldg)* Change student Service Plan to Current
- d. *(depending on bldg)* Scan signature page into Clarity

7. General Ed Teacher

- a. Attend staffings
- b. Provide input to the development of the IEP

8. Counselor

- a. Attend staffings when necessary
- b. Provide input to the development of the IEP when necessary

9. Nurse

- a. Attend staffings when necessary
- b. Provide input to the development of the IEP when necessary

10. Bldg Principal/Administrative Designee

- a. Attend staffings when necessary
- b. Provide input to the development of the IEP when necessary

11. Parent/Guardian

- a. Attend staffings
- b. Provide input to the development of the IEP

12. Student

- a. Attend IEP meeting upon reaching 18 yrs or upon parental discretion
- b. Provide input