

Getting Started.... (Non-Teaching Staff)

Welcome to CASE - We're glad you're here!

Introduction to staff members – CASE and school levels
(such as administrators, secretarial/office staff, tech people and librarian)

How to...

Order equipment, find/purchase supplies, schedule a room, find instructional materials, make copies, laminate, get online, make phone calls and set up voice mail, get a parking pass, acquire passwords to classroom/district grading and other technology programs, get into the building after hours

Where is...

the bathroom?
my mailbox?
the lunch area?
the special ed office?
my ID and keys?
my home school?
the records room?
a private phone?
a place for my personal belongings?
a place for my files?



Getting Ready for the First Day

- ✚ Setting a daily schedule
- ✚ Attendance procedures
- ✚ Recordkeeping requirements and forms (attendance, referrals, student passes, field trip requests)
- ✚ Dress code
- ✚ Emergency procedures (weather, health-related, disaster)
- ✚ Caseload management – Review of IEPs, setting up related services
- ✚ Confidentiality Rules
- ✚ Consultation with other school staff – delivering inservices
- ✚ How others will reach me

Policies, Procedures and Good to Know

- ✚ Faculty meeting/learning team meeting expectations
- ✚ Curriculum Night/Open House – do I go?
- ✚ Procedures for reviewing student records/confidentiality
- ✚ CASE forms/school forms – who needs what
- ✚ Calendars – CASE and district
- ✚ Identification of home school

And...

- ✚ ACCESS TO IEP PROGRAM(S)
- ✚ Absence procedures – who do I call and what forms need to be filled out
- ✚ Professional development – documentation, opportunities

Caseload Management

Workload lists and policy

Responsibilities on other school-based teams – SSTs, Rtl, PLCs, Crisis Teams

Re-evaluation and IEP schedules/dates

Required forms

Data collection and goal writing – where to find assistance and district models or procedures

Who do I contact for assistance in the building or district?

Other related services staff

Our next scheduled time together is _____

September

Open House

- ✦ Am I required to attend and what do I need to prepare or assist with?

Building Knowledge

- ✦ Clubs and activities – opportunities for staff and students
- ✦ Progress reports – am I included?
- ✦ Parent conferences – am I included?
- ✦ Staff support – what do others expect of me?

Student Issues

- ✦ Discuss resources at building and CASE levels, suggestions, observations, supports
- ✦ How/when to provide additional help
- ✦ Writing behavior plans
- ✦ PBIS

Data Keeping

- ✦ IEP objectives
- ✦ Assessments – classroom, program, district
- ✦ Communication with parents and teachers about progress

Sharing a Room?

- ✦ Courtesies
- ✦ Getting organized
- ✦ Where to put personal items
- ✦ Securing items left in the room
- ✦ Confidentiality

Curriculum Integration

- ✦ Supporting classroom learning
- ✦ Planning with other staff members

Our next scheduled time together is _____

Observation #1 date _____

October

Meaningful Evaluation

Using Rubrics
Formal/Informal Assessment
Updating goals/data presentations
Assessing Progress

Suggestions for Dealing with Angry Parents

Listen
Clarify - What does the parent want to see occur
Take notes/follow through
Inform administrators – building and CASE
Ask another teacher or mentor to sit in
Stay focused on discussing student
Goal – teamwork/collaboration



Other Things to Discuss

Pre-approval for coursework, professional development
Associations/professional organizations
Confidentiality
Evaluation procedure – deadlines, observations, artifacts

Our next scheduled time together is _____

Quarter One Reflection

November/December

Becoming Part of the School Community

- ✚ Observe or interview other service providers or
- ✚ Observe students in class
- ✚ Opportunities at school

Being Aware

- ✚ Gang and drug awareness
- ✚ Bullying
- ✚ Mental Health



Grouping and Other Instructional Modes

- ✚ Using assessments to identify needs
- ✚ Using data to track progress
- ✚ Group size
- ✚ Group selection
- ✚ Individual accountability

Holiday Practices/Procedures

- ✚ Food
- ✚ Decorations
- ✚ Movie policies
- ✚ Scheduling

Our next scheduled time together is _____

Teachers to observe _____

Quarter Two Reflection

January/February/March

Mid-Year Pressures

- ✦ Fresh ideas/lessons
- ✦ Struggling learner supports
- ✦ Emotional supports for students
- ✦ Working successfully with classroom teachers

Learning from others

- ✦ Reflect on observation(s) of other staff members
- ✦ What skills can be learned
- ✦ What materials can be shared
- ✦ Who can help with.....

Expanding instructional techniques

- ✦ Cooperative learning
- ✦ Questioning strategies
- ✦ Motivational strategies
- ✦ Higher level thinking strategies



Standardized Assessment Preparation

- ✦ Understanding the assessments
- ✦ Procedures/Protocol
- ✦ Delivering accommodations
- ✦ My responsibilities

Our next scheduled time together is _____

Observation #2 date: _____

Quarter Three Reflection

Ending Year One April/May

Transitioning students

- ✚ Paperwork to complete
- ✚ IEP information



School procedures

- ✚ Material storage
- ✚ Equipment storage
- ✚ What is required to be turned in?
- ✚ Summer room usage
- ✚ Building accessibility
- ✚ Borrowing materials/Instructional program online accessibility

CASE procedures

- ✚ What is required to be turned in?
- ✚ Assignments for upcoming school year
- ✚ Summer School or ESY opportunities



Quarter Four Reflection

Mentor Program Requirements

- ✚ Meeting Logs

Summer Vacation