

## 23-24 Special Education Duties and Responsibilities

<b>Kelley Gelzleichter Admin Director</b> <b>Secretary: Natalie Clifton</b>	<b>Dawn Rust SELPA Admin Director</b> <b>Secretary: Kelly Couch</b>	<b>Dianne Alexander Coordinator</b> <b>Clerk: Andreina Ramos</b>
<p>Superintendent's Cabinet/Board Meetings  Inter-Department Communication  HR/Business Communication  Clerical Staff Facilitator  Oversight SLP  Fiscal Oversight  Oversight Department and Site Staffing  Evaluations  Community Advisory Committee (CAC)  CSEA and CNTA problem solving meetings  Human Resources Negotiations  Transfers/Overloads  Rollover and Enrollment  MTSS Committee  Supporting Inclusive Practices  Special Education Task Force  Professional Development  Special Education Information System (SEIS)  Other duties as assigned</p>	<p>CDE Complaints  Office of Civil Rights Complaints  Office of Administrative Hearing Filings  Fiscal Oversight  Oversight of NPA and NPS  Special Education Information System (SEIS)  Special Education Local Plan Area (SELPA)  Community Advisory Committee (CAC)  CDE Compliance Monitoring  Facilitator Alternative Dispute Resolution  Policies and Procedures  Region 10 and Inland Empire  Inclusive Practices-Region 10  State Coalition  Oversight of OT/PT/AT  Professional Development  Supporting Inclusive Practices  Evaluations  Other duties as assigned</p>	<p>Guidance on IEPs  Alternative Dispute Resolution  Evaluation/Discipline  Support Program Specialists  ESY-Secondary  Roll Over Secondary  Staff Evaluations  Professional Development  Lead on Interims  Provide Help with: Transportation, Aides and ISAs  Summer Programs-Secondary  Oversight of Intensive Intervention Program  NPS-By Home School  Oversight of VI/OM  Oversight of Secondary Programs  Oversight of ESY Programs  Other duties as assigned</p>
<b>Lori Gerhart Coordinator</b> <b>Clerk: Graciela Magana</b>	<b>Kristen Tharpe Coordinator</b> <b>Clerk: MaryAnne Navarro</b>	<b>Claire Puno Coordinator</b> <b>Clerk: Monique Medina</b>
<p>Private School Facilitator  Staff Evaluations  Oversight of Elementary ESY, Year-Round ESY  Oversight of Preschool and Infant Program  Rollover/Projections/Elementary  Oversight of APE teachers  Oversight of Elementary Program specialist  Lead on Transportation  Guidance on IEP  Alternative Dispute Resolution  SEIS Support /Team  Provide Help with: Aides, TSAs, Interims, ISAs  Summer Programs-Elementary  NPS-By Home School  Oversight TSA  Professional Development  Other duties as assigned</p>	<p>Guidance on IEP  Alternative Dispute Resolution  Oversight of Elementary Program Specialists  Staff Evaluations  Oversight of PALS Program  Professional Development  Oversight of TSA  Lead on Paraeducators  Provide Help with: Transportation, TSAs, Interims, ISAs  Summer Programs-Elementary  Oversight of Elementary ESY, Year-Round ESY  NPS-By Home School  Other duties as assigned</p>	<p>Oversight of Secondary Programs, including Adult Transition  Oversight of DHH/CSDR  Staff Evaluations  Oversight of Secondary ESY Programs  Professional Development  Guidance on IEPs  Alternative Dispute Resolution  Support Program Specialists  Professional Development (Instructional)  Provide Help with: Transportation, Interims, ISAs  Rollover Intermediate  Interims Intermediate  Support with Local Plan and SELPA Policies  Oversight of Devices  Oversight Transition, WorkAbility, TPP  NPS-By Home School  Other duties as assigned</p>

Program Specialists Elementary & Secondary	SPED Teacher on Special Assignment (TSA)	School Psychologist/NPS Case Manager
<ul style="list-style-type: none"> <li>IEP attendance &amp; IEP Staffing</li> <li>Support of Site Programs</li> <li>Training Leads and Facilitators</li> <li>Department Liaison to school sites</li> <li>Monitor and report on site caseload numbers</li> <li>Monitor IEP compliance</li> <li>Classroom support for instructional and behavioral strategies</li> <li>Schedule and attend meetings with supervising administrator</li> <li>Attend scheduled department meetings</li> <li>Support with Roll Over</li> <li>Support ESY and Summer Programs</li> <li>Liaison of Private School and Home Hospital Students</li> <li>Other duties as assigned</li> </ul>	<u>TSA:</u> <ul style="list-style-type: none"> <li>Support teachers and classrooms</li> <li>Develop and present professional development</li> <li>Curriculum supports</li> <li>Other duties as assigned</li> </ul>	<u>NPS Case Manager:</u> <ul style="list-style-type: none"> <li>IEP attendance &amp; IEP Staffing</li> <li>Liaison to NPS school sites</li> <li>Monitor IEP compliance</li> <li>Schedule and attend meetings with supervising administrator</li> <li>Support with ISAs for NPS programs</li> <li>Assessments/FBA//BSP</li> <li>Coordinating Multi-agency IEPs</li> <li>Residential Placements and County Placements</li> <li>Other duties as assigned</li> </ul>

Revised 9/18/23