Instructional Support Teacher

Beginning of the Year Tasks

2020-2021

**August 3 – August 14**

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed** | **Task** | **Resources** | **Who** |
|  | * Review Move in Process
* Schedule High Profile meetings
 | [SEC Campus User Guide](https://employees.fultonschools.org/academics/ss/excepchild/Pages/Default.aspx) [Practitioner’s Manual](https://employees.fultonschools.org/academics/ss/excepchild/Pages/SEC_PManual.aspx) | IST |
|  | * Establish caseload assignments
 | [SEC Campus User Guide](https://employees.fultonschools.org/academics/ss/excepchild/Pages/Default.aspx) Section 1 Chapter 3 |  |
|  | * Verify that student schedules match IEP services (If schedules are incorrect, work with your data clerk to ensure accuracy.)
* If Program class, vet class list for accuracy
 |  | IST & Case Managers |
|  | * Register for SEC Campus Training, if did not attend during the summer
 | Frontline <https://app.frontlineeducation.com/pd-overview/employee> | IST |
|  | * Train department on the process for SEAT (10-day count)
 | [Big Picture and Segment Reports](https://login.frontlineeducation.com/login?signin=1f313a64906adf83337f2fcad5b7e579&productId=PD&clientId=superSuit#/login) | IST |
|  | * Meet with your department during pre-planning
	+ Disseminate caseloads to CMs.
	+ Inform CMs of SEC Campus required trainings (if missed in the summer.)
 |  | IST & Case Managers |
|  | * Hold all IEP Meetings that note to meet during Pre-Planning in the IEP Meeting Minutes (Virtual)
 |  | IST & Case Managers |
|  | * Set up data collection process for SEC department
* Hard Copy
* Electronic
 |  | IST |
|  | * Provide the Media and Educational Technology Instructor (METI) the list of students who require an Ipad for students in program classes by August 7th
 |  | IST |
|  | * Notify case managers to provide a list of students with AT required on their IEP no later than August 7th
 |  | IST |
|  | * Ensure Case Managers create their caseloads in SEC Campus by Aug. 11, 2020 (Continue to monitor enrollment for new student with IEPs)
 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | * Verify completion of Remote Learning Contingency Plan
* Oversee development of remote learning schedules to ensure requirements are met
 |  | IST |
|  | * Complete and finalize process for SEAT (10-day count) Are we still doing this? What is the process? Will need date to complete
 | BIG Picture Form [Segment Reports](https://employees.fultonschools.org/TeamSites/Committee/IST/Pages/Segment-Reports.aspx) | IST |
|  | * Ensure you have received all ESY materials
 |  | IST |
|  | * Register for TKES training, if applicable
 | Frontline <https://app.frontlineeducation.com/pd-overview/employee> | IST and SEC Staff |
|  | * Review shared Elig. Timeline log with school psych. and SLPs
 | Shared Via One Drive | IST |
|  | * Set up your timelines through October 1, 2021

  | * Reference the SY 19-20, previously shared to access pending evaluations.
* SY 20-21 link will be shared by Aug. 31. 2020
 | IST, School Psychologist, & SLPs |
|  | * Schedule Department meetings for school year

 (These meetings will be virtual until  further guidance is provided.)* Send via email a list of department meeting dates to Zone Program Specialist by *August 28, 2020*
 |  | IST |
|  | * Schedule speech/psych/SST chair meetings (monthly) for school year
* Send a list of dates to Zone Program Specialist by *August 28, 2020*
 |  | IST, School Psychologist, SST Chair & SLPs |
|  | * Schedule monthly meetings with administration for school year by

*September 11, 2020* | Reference Principal Support Documents. (link for Aug.) | IST & Admin |
|  | * Generate initial eval due report, annual review due report and re-eval due report, through October 2021
 | SEC Campus Pathway: Index>Special Education> Reports | IST  |
|  | * Support SEC staff and administration with schedule changes
 |  | IST  |
|  | * Reach out and support new SEC teachers
 |  | IST |
|  | * Continue to monitor move in students
 | [SEC Campus User Guide](https://employees.fultonschools.org/academics/ss/excepchild/Pages/Default.aspx) Practitioner’s Manual:<https://employees.fultonschools.org/academics/ss/excepchild/Pages/SEC_PManual.aspx> | IST & Case Managers |
|  | * Confirm case managers have distributed accommodations to all teachers
 | * Upload to forms to SEC Campus
* [Accommodation Teacher Form](https://employees.fultonschools.org/academics/ss/excepchild/ProceduresProcess%20and%20forms/Instructional%20Accommodations%20Cover%20Letter%20to%20Teacher.pdf)
 | IST  |
|  | * Review SEC Remote Learning Resources (several of these will be referenced in the required modules during pre-planning)
 | LINK: bit.ly/SECRLL | IST  |