# MASTER SCHEDULING FOR SPECIAL EDUCATION

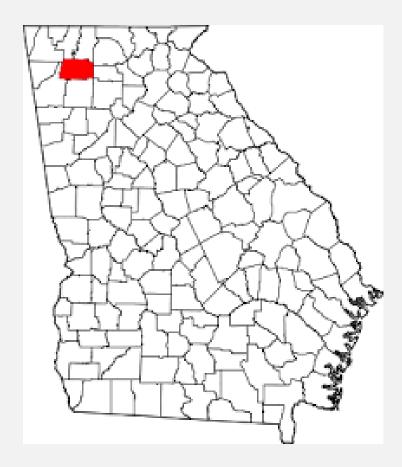
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## LEARNING OBJECTIVES

- Planning, implementation, and monitoring process of scheduling the building to promote student achievement and teacher growth.
- Provide guiding questions, monitoring protocols and sample schedules.

## GORDON COUNTY SCHOOLS OVERVIEW

- Calhoun, Georgia
- Enrollment: 6,418
  - 6 elementary schools
  - 2 middle schools
  - 2 high schools
  - 1 college and career academy
  - School based GNETS classroom at elementary/middle level
- All elementary/middle schools are Title One



### GORDON COUNTY SPECIAL EDUCATION OVERVIEW

### Size C District

- SWD Enrollment- 785
- 6 PreK/Preschool Teachers
- 71 K-12 Teachers
- 7 SLPs, 2 OTs, 1 PT

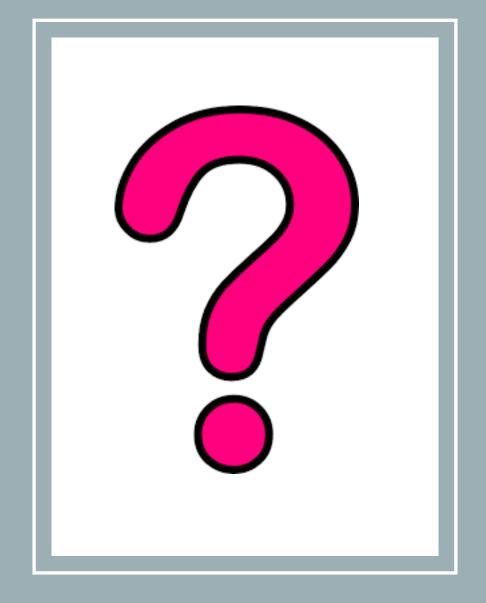
- FY 2021 SWD Graduation Rate- 91.8%
- FY 2021 Post-Secondary Survey- 98% Competitively employed or attending college

### KEYS TO DEVELOPING AND MONITORING MASTER SCHEDULES

- Set and Share Expectations
- Ongoing Communication with Schools
- Utilize Projection of Services and Supports Sheets
- Provide Scheduling Support
- Utilize District Resources
- Ongoing Monitoring of Schedules



# HAVE YOU OUTLINED YOUR EXPECTATIONS FOR SCHEDULING?



### GCS SCHEDULING EXPECTATIONS

- Master Schedule created by each school
- Special Education Students are scheduled first
  - Schedule built on IEP Services- IEPs are not developed/amended to fit the schedule
- Schools prioritize teacher strengths when developing the schedule
- Schedule (classroom, grade level, master) does not change throughout the year without administrative approval

## SPECIAL EDUCATION TIMELINE FOR SCHEDULING

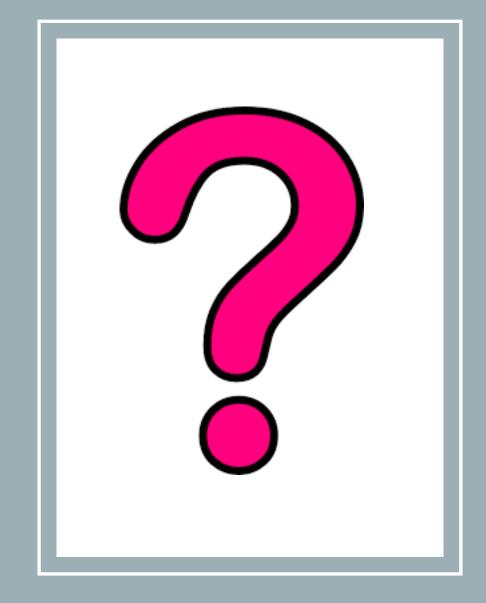
- Early December: Meet with lead teachers to discuss/finalize projection sheets
- Mid-January: Collect Projection Sheets from all schools
- Mid January Mid February: Review projections and work with HR and principals to determine allotments.
- March- April- Assist schools with building schedules
- First of May- Finalize school schedules



### COMMUNICATION

- Establish strong, ongoing communication with SPED coordinator, lead teachers, and school-based administrators.
- Share expectations for scheduling.
- Be accessible for questions and problem solving
  - Have needed information available

# DO YOU REQUIRE TEACHERS TO TURN IN PROJECTED SERVICE SHEETS?



### PROJECTION SHEETS

- Projection sheets are developed for each grade band: PreK, elementary, middle, and high.
- The lead teacher collaborates with all special education case managers to complete projections.
- Projections are based on services that are anticipated for the following school year. Projection sheets are not service decisions.
- Projections assist in determining staff allotments.
- Projected services are checked against IEP service sheets prior to the start of scheduling.

### Special Education FY22 Elementary School Projections

### School:

List each student's first initial and their last name under each segment where they are served.

**⊪K, 1, 2** 

Grade	Res. Rdg.	Inc. Rdg	Res.	Inc.	Para	Res.	Inc. Math	Res.	Other
Level			ELA	ELA	ELA	Math		Social Skills	
К									
1									
2									

☐× English (United States)

### Special Education FY22 Middle School Projections

School: AMS 6<sup>th</sup> Grade

\*List the students 1st initial and last name under each segment of service.

ELA	Inc ELA	Res Math	Inc Math	Sci w/ Para	SS w/ Para	Othe

### FY22 Projections School \_\_\_\_\_ 9<sup>th</sup> Literature

Inclusion	Resource
erscript	

### SPECIAL EDUCATION SUPPORT

- Special education director, assistant director and coordinator are available to assist schools with scheduling.
- Our expectation is for the SPED schedule to be created first at each school.
- Provide time for lead teacher to work on developing the schedule.
- Look at all district resources- staff, materials, and equipment

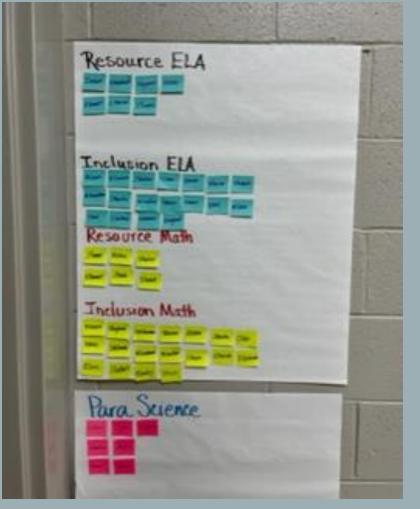
### HOW DO YOU START SCHEDULING?

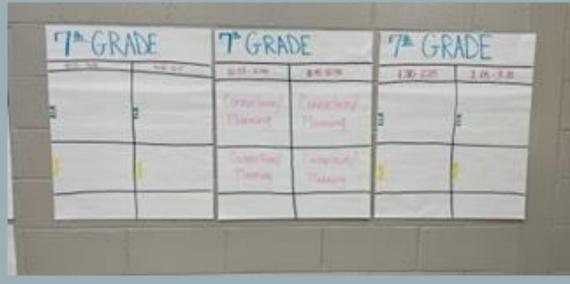
- Look at your resources
  - Staff, materials, equipment
- Staff- Check each teacher's certificate for certification areas: both general education and special education.
  - Resource Identification Form
- Utilize and grow teacher strengths
- Be thoughtful with co-teaching teams

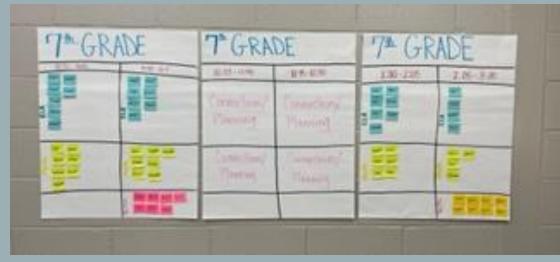
### WHAT DOES SCHEDULING LOOK LIKE?

- Once the master content schedule is agreed upon by all grade levels and special areas/connections/electives, it is time to build.
- The lead special education teachers begins to build the special education schedule based on projections.
- The lead always knows there will be changes which is the nature of the beast.

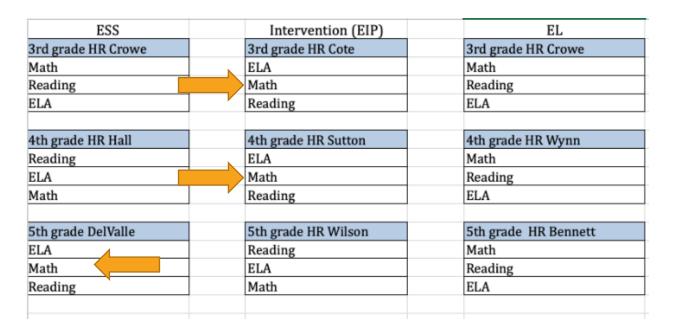
### **BUILD IT**







### **ROTATIONS**



### ORGANIZING THE SCHEDULE

- Remember WHY the Master Schedule is being created:
- 1. Maximize Student Services
- 2. Evenly Distribute Students for Class Size
- 3. Ensure Access to "Singletons" at the high school level
- 4. Minimize the number of different courses for inclusion teachers as much as possible.
  - This will not always work out!
- 5. Create Planning Opportunities for Co-teachers

# STUDENTS

COME (S) FIRST

Teacher	7:35-8:20  Reading Res K-1  Rm 8	8:30-9:20  1st Co-teach ELA  Ms. S Rm 10	9:20-11:00 K Co-teach ELA Mrs. P Rm 69	11:00- 12:00	12:00- 12:45 K Co-Team Math Ms. R Rm 59	12:45-1:30  K. Co-teach Math  Ms. E Rm 11	1:30- 2:20  1st Co-teach Math  C. Davis Rm 62	2:20-2:30 Dismissal
	W M C Gi N W A S T W	A P C M G C M C K F I S	CEJ HM MS MG EH LS	Lunch/ Plan	W G A P N W A S T W	CEJ HM SMG	CS EU TM MC MM	Front car rider

### Elementary Schedule

ESS									
-	1st E	Block	2nd Block		3rd E	Block	4th Block		
Teacher	r Sem. 1 Sem. 2		Sem. 1	Sem. 2	Sem. 1	Sem. 2	Sem. 1	Sem. 2	
	Brit Lit IN (St. Cl.)	Env Sci IN (W.)	Am Lit IN (St. Cl.)	Brit Lit IN (St. Cl.)	Planning	Am Lit IN (St. Cl.)	Chem IN (G.)	Chem IN (G.)	
	W Hist IN (R.H.)	Econ IN (A.H.)	Bio IN (K.)	Bio IN (K.) Bio IN (K.)		Planning	Lead Planning	Lead Planning	
	Alg 2 IN (B.)	Alg 2 IN (B.)	Alg 1 w/S IN (T.)	Alg 1 w/S IN (T.)	Alg 1 w/S IN (S.)	Alg 1 w/S IN (S.)	Planning	Planning	
	10 Lit IN (R.)	10 Lit IN (B.H.)	10 Lit RS	Am Lit / Brit Lit RS	Am Lit / Brit Lit RS	Planning	Planning	9 Lit RS	
	US Hist IN (Sk.)	Planning	Planning	US Hist IN (Sk.)	US Hist IN (A.H.)	US Hist IN (A.H.)	Alg 2 IN (Tu.)	US Hist IN (A.H.)	
	Planning	AMDM IN (D.)	Geom IN (C.)	Planning	Geom IN (C.)	eom IN (C.) Geom IN (T.)		Alg 1 w/S IN (C.)	
	Math MI	ELA MI	CTVI	CTVI	Planning	Planning	Science MI	Soc Studies MI	
	Math MI	ELA MI	CTVI	CTVI	Science MI	Soc Studies MI	Planning	Planning	
	9 Lit IN (S.)	Planning	Planning	Physics IN (W.)	Physics IN (M.) 9 Lit IN (R.)		Physics IN (M.)	Physics IN (M.)	
	Planning	Geometry RS	Geometry RS	Planning	Alg 1 w/S RS Alg 1 w/S RS		Algebra 2 RS	Algebra 2 RS	

### HIGH SCHOOL SCHEDULE

ENGLISH												
Teacher	1st. Block		Room	2nd. Block		Room	3rd. Block	(	Room	4th. Block	(	Room
	ESOL	14	211	Planning		211	ESOL	12	211	ESOL	16	211
	10 Lit IN	24	338	British Lit	19	338	Planning		338	10 Literature	19	338
	AP Lit	16	339	British Lit IN	14	339	HN Am Lit	18	339	Planning		339
	9 Literature	28	340	Planning		340	9 Lit IN	28	340	10 Literature	18	340
	HN 10 Lit	11	337	Planning		337	10 Literature	25	337	9 Literature	29	337
	British Lit	20	336	British Lit IN	17	336	Am Lit IN	25	336	Planning		336
	American Lit	18	342	American Lit	25	342	American Lit	25	342	Planning		342
MATH												
Teacher	1st. Block	(	Room	2nd. Block	(	Room	3rd. Block	(	Room	4th. Block	(	Room
	Alg 2 IN	29	320	Algebra 2	25	320	Pre-Calculus	19	320	Planning		320
	Algebra 1	24	321	Planning		321	Algebra 1	27	321	Alg 1 w/S IN	26	321
	AMDM IN	22	325	Algebra 1 w/S	19	325	AMDM PS	26	325	Planning		325
	Planning		326	AP Calculus	12	326	Algebra 2/HN Alg. 2	25	326	HN Algebra 2	14	326
	HN Geometry	16	322	Planning		322	Alg 1 w/S IN	26	322	HN Geometry	17	322
	Planning		324	Alg 1 w/S IN	21	324	Geom IN	28	324	Geometry	29	324
	Algebra 2	24	323	Pre-Calculus	20	323	DE College Algebra	22	323	Planning		323
SCIENCE												
Teacher	1st. Block		Room	2nd. Block		Room	3rd. Block		Room	4th. Block	(	Room
	Planning		222	HN Physics	23	222	Chemistry	22	222	Chem IN	27	222
	Biology	28	219	Bio IN	28	219	Env Science	32	219	Planning		219
	Planning		218	Chemistry	31	218	Chemistry	24	218	Physics IN	24	218
	Env Sci PS / HN	28	217	HN Env Science	24	217	HN Biology	19	217	Planning		217
	AP Env Science	11	221	Physics IN	28	221	AP Env Science	25	221	Planning		221
SOCIAL ST	UDIES											
Teacher	1st. Block	(	Room	2nd. Block		Room	3rd. Block		Room	4th. Block		Room
	Planning		307	AP Government	23	307	World History	29	307	HN Am Govt	25	307
	US History	20	308	Economics	15	308	Planning		308	US History	19	308
	Planning		310	Am Government	32	310	US Hist IN	19	310	US Hist IN	18	310
	Econ IN	26	312	AP Econ	11	312	Planning		312	Economics	18	312
	AP US Hist	27	311	W Hist PS	25	311	Planning		311	AP World Hist	17	311
	Planning		309	US Hist IN	22	309	Am Government	27	309	Am Government	30	309

### SEAT COUNT



### **DOMINOES**



- School schedules are submitted to the special education office bimonthly and kept on file.
- Special education teachers sign off at the beginning of the semester and at FTEI and FTE3 that schedules match services on all IEPs.

### RESOURCES

- An Administrator's Guide to the Instruction of Students with Disabilities in the Least Restrictive Environment
- <a href="https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/default.aspx">https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/default.aspx</a>
- https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Documents/LRE/Administrators%20Guide%2 Oto%20LRE.pdf

# CONTACT

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