

AUGUST

1. Return all parent phone calls
2. Check case loads for accuracy
3. Hold staffing meetings on all kids who need meetings to communicate plans before school starts
4. Conduct professional development for new teachers on the IEP system and other district related things that are special education specific that they might not get in district PD.
5. Process immediate placements/transfers
6. Check Transportation for students who have specialized transportation
7. Make your back to school packet for all special education staff
8. Problem solve through everything that comes up
 - scheduling
 - new student issues
 - new staff
8. Attend District Administrator Meetings
9. May need to do last minute hiring if some teachers leave at the last minute
10. Summer MAASE institute - 3 days in the middle of August. Latest from MDE

SEPTEMBER

1. Start walkthroughs in classrooms
2. Staffing meetings on new student issues
3. Make sure teachers have everything they need starting the school year - supplies, supplemental instructional materials, technology
4. Work with ancillary team to complete out of state move in initial evaluations and IEPs within the first 30 school days
5. Last two weeks of September, start cleaning up data for October count day
6. Prepare student count worksheets for teachers for 1st Wednesday in October count
7. Attend District Administrator meetings
8. Implement your communication plan with teachers about things coming up (newsletter, monthly staff meetings etc)
9. Attend ISD county Director/Supervisor Meeting
10. Finalize IEPs on a daily/weekly basis
11. Attend the tough IEPs upon teacher request
12. Make sure all first year teachers and any teacher who was rated minimally effective or ineffective has an IDP (Individual Development Plan) written with measurable goals for the year to complete in order to grow as an effective teacher

OCTOBER

1. Assist teachers in completing their student count worksheets and check on ed settings data, FTE, and demographic data. Finish up count day throughout the month
2. Start observations/continue walkthroughs
3. Meet with individual staff on student issues that have come up after 1 month of school
4. Attend District Administrator meetings
5. Attend ISD county Director/Supervisor Meeting

6. Attend/Support district PLC meetings if your district has them
7. Continue communication plan
8. Finalize IEPs on a daily/weekly basis
9. Attend the tough IEPs upon teacher request necessity
10. MAASE month

NOVEMBER

1. Continue walkthroughs/Observations
2. Attend District Administrator meetings
3. Attend ISD county Director/Supervisor Meeting
4. Attend/Support district PLC meetings if your district has them
5. Continue communication plan
6. Finalize IEPs on a daily/weekly basis
7. Attend the tough IEPs upon teacher request or necessity

DECEMBER

1. Attend District Administrator meetings
2. Attend ISD county Director/Supervisor Meeting
3. Attend/Support district PLC meetings if your district has them
4. Continue communication plan
5. Finalize IEPs on a daily/weekly basis
6. Attend the tough IEPs upon teacher request or necessity
7. MAASE month

JANUARY

1. Start looking at caseload numbers transitioning from 5th to 6th and 8th to 9th and graduating - programming for the next year
2. Teachers can start transition IEPs
3. Make sure transition plans on IEPs for students 16 and older meet B 13 requirements for the April audit
4. Start un-announced observations/continue walkthroughs
5. Attend District Administrator meetings
6. Attend ISD county Director/Supervisor Meeting
7. Attend/Support district PLC meetings if your district has them
8. Continue communication plan
9. Finalize IEPs on a daily/weekly basis
10. Attend the tough IEPs upon teacher request or necessity
11. Clean up data on special education system - make sure all IEPs that are due on or before February count date are scheduled, completed, and finalized before February count date (1st Wednesday in February)
12. Conduct mid year progress report meetings for first year teachers and any teacher on a plan of assistance due to performance

FEBRUARY

1. February count date - teachers complete student count worksheets. Check ed settings data, FTE.
2. Continue observations/walkthroughs
3. Attend parent/staffing meetings for students that are struggling after 1st and 2nd tri
4. Meet with individual staff who have students with behavior problems during a long winter
5. Start looking at numbers across the district - programming for the next school year - what are the staffing issues, where are our big numbers?
6. Attend District Administrator meetings
7. Attend ISD county Director/Supervisor Meeting
8. Attend/Support district PLC meetings if your district has them
9. Continue communication plan
10. Finalize IEPs on a daily/weekly basis
11. Attend the tough IEPs upon teacher request or necessity
12. MAASE month

MARCH

1. District staffing discussions after staff put in for retirement and you have looked at numbers for next year
2. Continue observations/walkthroughs
3. Attend parent/staffing meetings for students that are struggling after 1st and 2nd tri
4. Start looking at numbers across the district - programming for the next school year - what are the staffing issues, where are our big numbers?
5. Attend District Administrator meetings
6. Attend ISD county Director/Supervisor Meeting
7. Attend/Support district PLC meetings if your district has them
8. Continue communication plan
9. Finalize IEPs on a daily/weekly basis
10. Attend the tough IEPs upon teacher request or necessity
11. count data starts coming out on public reporting.

APRIL

1. Finish up Observations/Walkthroughs - End of year Evaluation meetings need to occur next month
2. Continue looking at numbers across the district - programming for the next school year - what are the staffing issues, where are our big numbers? Post positions for hiring if you can.
3. No more initials after this month because you won't have 30 school days to complete the REED and evaluation testing/observations
4. Attend District Administrator meetings
5. Attend ISD county Director/Supervisor Meeting
6. Attend/Support district PLC meetings if your district has them
7. Continue communication plan
8. Finalize IEPs on a daily/weekly basis
9. Attend the tough IEPs upon teacher request or necessity

10. MAASE month

MAY

1. Hold teacher evaluation meetings - with building principals or according to district policy/procedure
2. Make sure all transition IEPs have been completed (5th to 6th grade, 8th to 9th grade and HS students moving on to YAP - Young Adult Programs)
3. Attend District Administrator meetings
4. Attend ISD county Director/Supervisor Meeting
5. Attend/Support district PLC meetings if your district has them
6. Continue communication plan
7. Finalize IEPs on a daily/weekly basis
8. Attend the tough IEPs upon teacher request or necessity
9. Attend all of the "special" events of May

JUNE

1. Work with special education secretary on end of year data - for special ed data/count pull at the end of June
2. Complete a end of year district data report for your superintendent (How many move ins by building, how many move outs, how many initials, how many ineligible, spec ed count, how many 504s, how many graduated, how many 5th years, how many went to YAP)
3. Make preparations for any programs/classrooms for next year that need to improve or change.
4. Take time to catch up on your research!
5. Clean you office for the first time in months :)
6. Hiring if you need to

JULY

1. Stay up to date on emails
2. Continue hiring if you need to
3. May need to communicate with building principals and or superintendent on issues that arise
4. May need to talk to a few move in parents who have questions about services