

Supervision and Monitoring of Compliant Procedures:

The purpose of this procedures manual is to provide written procedures to address Georgia's measurable indicators and state rules for the department of special education in Towns County Schools. These procedures cover the important processes that support the provision of a Free and Appropriate Public Education. The separate fiscal handbook provides written procedures for the appropriate use of federal, state, and local resources. A variety of stakeholders have participated in the development of these written procedures.

These written procedures are readily available to district personnel, local school administration and teachers.

Professional learning is provided to support the implementation of the written compliant procedures. Professional learning is provided to both district and local administrators throughout the school year during the administrator meetings held by the superintendent in which each administrator is given a time period for training and discussion. Training is provided to teachers through a beginning of the year meeting during pre-planning, reviewed at the mid-year TKES conference and again at the end of year TKES conference. Monitoring of the implementation of compliant procedures takes place by the LEA at each observation completed by the special education director as part of TKES. Results are reviewed with teachers upon completion. Teachers on the flexible plan receive two formative observations that include evaluation of the standards involving compliance with procedures as well as the mid-year and end-of-year TKES conference. Teachers on the full plan receive four walk-through observations per year in addition to the previous. Revisions or changes to the procedures are provided to all staff upon completion of the revisions. Newly entering staff will receive training upon entry into the system.

In addition to review at each IEP meeting, Eligibility Meeting, Reevaluation Determination Meeting, and Transfer-To-System Meeting, compliance is again checked annually by teachers using the due process checklist as part of the hard copy compliance check. Data collection is submitted to the special education director by special education teachers monthly. Evaluation schedules are submitted to the special education director by the school psychologist monthly. IEP and Eligibility timeline data is submitted by teachers to the special education director. Feedback is provided as needed after submission in order to maintain compliance.

Technical assistance is identified through analysis of TKES observations, mid-year and end-of-year checks, attendance as the LEA representative at each of the above special education meetings and administrator meetings. The special education director provides a copy of all relevant professional development to each teacher to address areas that require technical assistance or areas in which the teacher wishes to expand his or her knowledge of the subject. Special education teachers at Towns County Schools participate in a variety of professional development through Pioneer RESA both at the RESA and on-site at the school system. Teachers also participate in a variety of professional development through outside programs and deliveries by trainers employed within our department.

Data is collected and reviewed for improved performance on measurable indicators based on state targets. Towns County Schools' special education data meets state targets and is used to inform and improve practices and procedures.