

ARTICLE 20

SPECIAL EDUCATION

20.1 Special Day Classes

20.1.1 No Special Day Class teacher shall be assigned any student whose disabilities require instructional services, as determined by the I.E.P. team, other than those for which the unit member is credentialed and qualified through training or experience to provide.

20.2 Resource Specialist Service

20.2.1 The Resource Specialist component of Special Education shall be implemented as follows:

20.2.1.1 Selection

20.2.1.1.1 Applicants for the position of Resource Specialist who are currently employed in the District shall be given preference over outside candidates where the applicants have been determined by the selection process to be equally qualified. Representatives of the general education classroom unit members and other support certificated staff shall be involved in the selection process for the Resource Specialist(s), provided volunteers are available within three (3) workdays.

20.2.2 Allocation

20.2.2.1 Resource Specialists shall be allocated in accordance with E.C. §56000 et seq. However, no school shall have less than one (1) half-time Resource Specialist. Should it become necessary to assign one (1) Resource Specialist to two (2) sites, the assignment shall be filled first by volunteers, or, if there are none, in accordance with the Transfer provisions of this Agreement. If a Resource Specialist's full-time position is restored at their original site within the same year as they were assigned to multiple sites, they shall be entitled to return to the full-time position at the original site.

20.2.2.2 Elementary Resource Specialists who are assigned to "Hybrid RSP/IIST" positions and who have room on their caseload may serve the number of RTI students indicated on the RSP/IIST workload protection MOU, attached as Appendix "N" of this Agreement. Total RTI students served per week shall not exceed the number indicated on

the "IIST and/or Hybrid RSP/IIST Weekly Workload Limit Chart" (Appendix N (1)) of this Agreement.

20.2.3 Coordination/Training

20.2.3.1 Implementation of an I.E.P. within a general education classroom unit member's classroom shall be done under the direction of the classroom unit member in coordination with the Resource Specialist and the I.E.P. team.

20.2.3.2 Special Education teachers with less than two (2) years of experience as a teacher of Special Education students will receive District-provided training on writing IEPs, conducting IEP meetings and on the use of the District's Special Education Information System (SEIS) software. Such training shall take place within the first thirty (30) days of employment and shall be scheduled on a regular workday within required site time.

20.3 Other Special Education Programs

20.3.1 Teachers in all other Special Education Programs shall not be required to provide RTI services to Non-Special Education students in addition to their assignment as a full or part-time Special Education teacher.

20.4 Individual Education Program Scheduling

20.4.1 Meetings for the preparation or review of any I.E.P., or revision of I.E.P., shall be held at a time mutually agreed upon by the required I.E.P. team members which includes the parent. Effort will be made to schedule such meetings during the regular work day of the unit members.

20.5 Assistant Services to Special Education Teachers

20.5.1 Resource Specialists with a caseload, as defined in §6.3, Class Size and Caseloads for Special Education, at more than one (1) site shall be allocated assistant services at each site served, not necessarily on a full-time basis.

20.5.2 Each Special Education teacher utilizing the services of one (1) or more assistant(s) shall, at their request, insofar as is practicable, participate in an advisory capacity with the appropriate administrator in the selection of the assistant(s) to serve in said unit member's class.

20.5.3 Special Education teachers shall be responsible for providing leadership and direction to assistants assigned to them in matters related to the classroom, insofar as such direction is not in conflict with that of the principal or program administrator.

20.5.4 Each unit member utilizing the services of an assistant may submit annually a written assessment of assistant services in their classroom and make recommendations for appropriate training and/or in-service to the supervising administrator. Incorporation of such assessment into the formal evaluation of the assistant shall be at the discretion of the supervising administrator.

20.5.5 In the event that a member feels additional support is needed to address ongoing student needs, refer to Article 6.1.15.

20.6 Extended Year Program

20.6.1 Unit members employed full time in Extended Year Summer Program for Special Education shall be paid in accordance with the summer school program as specified in Article 14, §14.5.2.

20.6.2 Anticipated extended year summer school vacancies shall be posted at each school no later than April 15. The selection process for extended year positions shall be in accord with Article 26, Summer School.

20.6.3 Tentative extended year summer school assignments shall be made no later than May 15.

20.6.4 Notification of assignment to extended year summer school shall be in writing and shall include the tentative location of the assignment.

20.6.5 No unit member shall be required to teach extended year summer school. However, once a unit member agrees to teach extended year, the District shall not cancel that employment unless actual student participation is insufficient to maintain a class size average of eleven (11) based on a student census taken no later than the fifth instructional day.

20.6.6 No employment shall be canceled after the fifth instructional day. If a unit member's employment is canceled during the first five (5) work days, or the first six (6) work days where the first five (5) instructional days are preceded by a work day, the unit member shall be paid for each day worked plus one additional day.

20.7 504 Process

20.7.1 The District shall provide and distribute to all unit members a District developed handbook on procedures associated with the 504 process.