

**Cape Elizabeth School Department**  
**New Program/Position **Proposal****  
**FY 17-18**

SCHOOL/DEPT:	Special Education
SUBMITTED BY:	Jessica Clark
PROPOSAL NAME:	Support Services Coordinator (K-6, 7-12)
PRIORITY RANK ORDER: ___ OF ___ SCHOOL/DEPT PROPOSALS	2/3
DESCRIPTION OF PROPOSAL:	The reallocation of duties and responsibilities of the current Special Education Team Leaders. These individuals will be assigned to K-6 and 7-12 grade levels and provide support in many areas of special and regular education as outlined in the job description.
JUSTIFICATION (HOW PROPOSAL SUPPORTS DISTRICT'S 5-YEAR PLAN with SUPPORTING DATA):	<p>Goal #2: K-12 Alignment</p> <p>Goal #3: Climate and Culture</p> <p>-Within the current Team Leader roles, there is not a consistent role that is followed across the three schools.</p> <p>-Over the last year, there are items that have not been planned for and the result has been that students have not received expected services. For example, the transition from 4-5 and 8-9 has shown that planning teams wrote IEPs and the information was not passed along to receiving school resulting in a gap in services for students.</p> <p>-The notion of having this role assist with academic assessments and classroom observations, progress reporting, IEP timeliness and collaboration across teams and grade levels will allow a more comprehensive, smaller-scale look at special ed within each building.</p> <p>Goal #5: Evaluation system:</p> <p>Additionally, the need for organization and supervision of Ed Techs is paramount in establishing expected duties and behavior in and out of the classroom.</p>
GOALS AND EXPECTED BENEFITS:	<p>This position will provide support to special and regular education teachers in assuring that all students have access to FAPE in the LRE.</p> <p>This position will also help to close the gaps in managing services across the schools and enable someone to keep a closer view of the ins and outs of each building on a smaller, day-to-day scale.</p>

	<p>This position will also assist with scheduling of Ed techs, in-vivo training of Ed Techs and act as a support for the ed techs in managing behavior and academic data collection.</p> <p>Additionally, this position will assist the school(s) with moving forward to a more succinct and comprehensive RTI program.</p> <p>This position will also act as a support for administrators, parents and students as it will help to tie all of the “pieces” together of a student’s plan.</p>
<p>CONSEQUENCES OF NON-APPROVAL:</p>	<p>-Transitions between schools and service providers may continue to be ineffective.</p> <p>-Teachers will continue to schedule ed techs, not knowing what the whole team’s needs are. Building administrators continue to have a peripheral view of special education.</p>
<p>LOWER COST ALTERNATIVE (IF APPLICABLE):</p>	<p>There is not a cost difference in this position.</p>
<p>RESOURCES REQUIRED (LIST AND COST OF STAFF/MATERIALS/SPACE):</p>	<p>Current positions (3) of Team Leader will be eliminated and the current three stipends will be split two ways. These positions will require the re-allocation of current caseloads (8-13 redistributed across the SPED staff), but minimal change in current teaching availability.</p>
<p>IS PROPOSAL TO BE FUNDED WITH NEW FUNDS OR A REALLOCATION OF EXISTING FUNDS? IF A PROPOSED REALLOCATION, PLEASE LIST SOURCE.</p>	<p><b>Reallocation of existing funds.</b></p> <p><b>-Current Team Leader stipend and current salary scale for teachers.</b></p>