

Principal Checklist:

Ways to Support Your New Special Education Teacher

1. When welcoming your new teacher to your school, provide a school handbook so he/she will have school specific information regarding policies, procedures, grades, rules, etc.

2. Let your new teacher know early on who his/her school support team will be and when the monthly support team meetings are scheduled.

3. Show your support to your new teacher by attending the New Special Education Teacher Meet and Greet scheduled for September 17, 2013, from 3:00 PM-5:00 PM at the Office of Special Programs.

4. Schedule joint planning periods for your new teacher and his/her mentor.

5. Purposefully plan for your new teacher's mentor to have time and opportunity to observe and conference with the mentee throughout the school term.
Note: WV Policy 5900 stipulates that this will happen weekly during the first semester and once every two weeks during the second semester.

6. Strongly encourage your new teacher to attend the monthly New Special Education Teacher County-wide Professional Learning Community meetings and the West Virginia Department of Education Special Education Beginning Teacher Academy digital courses. See the following pages for dates and additional information.

Raleigh County Schools Special Education Office

*Making a Difference
One Student at a Time*

New Special Education Teacher PLC Dates 2013 – 2014

**Office of Special Programs Complex
301 Park Avenue
4:00 – 6:00 pm**

Dates
❖ Wednesday, October 16, 2013
❖ Wednesday, November 13, 2013
❖ Wednesday, January 15, 2014
❖ Wednesday February 12, 2014
❖ Wednesday, March 12, 2014
❖ Wednesday, April 9, 2014

In case of inclement weather, please be advised:

- If school is cancelled, the PLC will be cancelled.
- If school is dismissed early, the PLC will be cancelled.
- If school is not cancelled or dismissed but weather is questionable, check your access email. An email will be sent to inform you as to whether or not the PLC will be held.

If you have any questions, call the Office of Special Programs at 304-256-4555.

**Digital Courses for Participants of the
Special Education Beginning Teacher Academy**
<http://wvde.state.wv.us/osp/sebta.html>

"Our challenge as educators is to make sure that we provide all children in our public schools the opportunity for success. Teachers of children with special needs understand this challenge more than most. They are dedicated individuals who have a passion for teaching and high expectations that every child can learn given an opportunity." – James B. Phares, Ed.D

Prerequisites: This is the second year of introductory courses for first year special education teachers and mentors or second year participants from designated NCIPP or Focused Support Counties. These include Barbour, Boone, Doddridge, Greenbrier, Jackson, Marion, Mingo, Ohio, Raleigh, Summers and Wetzel counties.

Participants are expected to have regular computer access to equipment that successfully runs Adobe Update and Microsoft Office to participate. Although not a requirement, high speed internet access definitely enhances the online experience. Participants should be able to navigate through the online PowerPoint presentation and be proficient with using email, browsing the Internet and navigating through computer files. Participants will need access to speakers or a headset.

Each session will last approximately one hour. If you have never used Elluminate, please go to <http://wvde.state.wv.us/osp/sebta.html> and scroll down to the bottom of the page to access links and learn about the process. Access to the 2012-2013 presentations is still available at the above link.

Evaluation: At the conclusion of each session, participants will be asked to respond to 3 process questions, 3 content specific questions and 3 improvement questions to aid the Office of Special Programs further develop online professional development.

Stipend: Each special education beginning teacher academy participant is eligible for a stipend. All payment questions should be directed to county director of special education.

Tentative Schedule of Topics:

November 12: IEP

December 10: Forms

January 14: SPL

February 11: SSDI Overview

March 11: SPI 1

April 15: SPI 2

May TBD: AIM and Accommodations versus Modifications