

## Who attends the Special Education Directors Academy?

New special education directors/leaders 2018-2019 – defined as those who will be assuming the position or duties of a director of special education for the first time.

Returning directors with three years of experience or less, who want more training and support in special education leadership.

Aspiring directors – those who are actively seeking positions as a director/leader in special education.

## What does the Academy include?

- ✓ Eight days of presentations by expert, experienced, and active special education directors who work in the field every day.
- ✓ One-year membership in CEC/CASE and SEAA.
- ✓ Registration for three conferences: AZCASE Survivor's Conference, AZCEC/AZCASE Annual Conference, and Threading the Needle Conference.
- ✓ Becoming an active part of a collegial network of directors across the state.
- ✓ Individualized and on-call help and mentoring to answer your questions when you need it.

# Registration Form

## *Special Education Directors Academy*

Name:

District/Charter/School:

Email address:

Phone number:

I am a

- First-year director
- Second-year director
- Third-year director
- Aspiring-actively seeking a position

### Costs/Registration:

- Registration for Introduction Session – June 11, 2018 - **\$50.00**  
**Registration deadline for Intro Session is June 1, 2018**
- Registration for the Academy – Sessions 1 – 5, and 3 Conferences - **\$1150**  
**Registration deadline the full Academy is August 1, 2018**

Send registration form and PO, check, or credit card request to:

**AZCEC**  
**4850 W Kay T Drive**  
**Tucson, AZ 85745**  
**[ArizonaCEC1@gmail.com](mailto:ArizonaCEC1@gmail.com)**  
**520-870-8274**



## Special Education Directors Academy



Arizona Council of Administrators of Special Education (AZCASE) and Special Education Administrators of Arizona (SEAA) host a ***Special Education Directors Academy***, for NEW and aspiring special education directors.

The Academy meets five times during the 2018-2019 school year. The focus is on the core information that special education directors must know to be successful during their initial months of employment and throughout the school year.

The purpose of the Academy is to assist new directors in the management of special education programs within their schools, while ensuring that the rights of students with disabilities and their parents are protected.

## Participants will learn:

### Defining the job

- Strategies for successfully starting and getting established a new position
- How to build relationships with your team
- Top 10 responsibilities of a director

### Special education data collection and reporting

- What student data is collected and why
- How data are reported to ADE
- Timelines and deadlines, when to start collecting and when reports are used
- What the data means and how to use it

### Special education compliance and monitoring

- The special education process, standards and indicators
- Monitoring cycle requirements
- How to handle complaints, dispute resolution, and due process

### Special education finance and budgeting

- Sources of funding and how it is spent
- How to track special education expenditures
- Maintenance of effect, proportionate share, allowable expenditure
- Where to find funding

### The daily work of a director

- Planning, staffing, hiring, and supervision
- District and school policies and practices
- How to build relationships with parents
- Student discipline, MTSSI, PBIS, 504

Leadership and learning are indispensable to one another.

*John F. Kennedy*

### What is AZCASE & SEAA?

**AZCASE** is Arizona's Division of the Council of Administrators of Special Education. Our mission is to provide leadership and support to members. AZCASE represents special education administrators, the individuals charged with responsibility for implementation and financial oversight of special education programs for children and youth with disabilities in local school districts across Arizona.

**SEAA**, Special Education Administrators of Arizona exists through the coming together of administrator desiring to improve special education services through in-services, support of appropriate legislation, input to ADE/ESS and fellowship with other administrators. Our purpose is to advise and assist in the planning, development, and implementation of activities which will ensure continued growth and attainment of best practices in the field of special education.

### Presenters

All presenters are active and experienced special education directors who are members of AZCASE/SEAA and are known for their expertise and innovation in the leadership of special education services to children with disabilities.

## Save the Dates!

The Introduction Session can be attended separately. Academy participants should plan to attend all sessions and conferences.

### **\*June 11, 2018 – Littleton ESD Introduction to the Leadership Academy - *I got the job! Now what do I need to know?***

Topics: Getting to know your school, timelines and deadlines, getting organized for the coming school year.

### **August 24, 2018 – Chandler IRC Session 1: **Survivors Conference & Academy Session****

Topics: Start of school issues and problems, ADE monitoring and support, planning for the annual site visit.

### **November 2 & 3, 2018-Littleton ESD Session 2: **Laws, Rules, & Policies****

Topics: Review and update on federal & state special education laws, and rules, Section 504, school board policies, state assessment requirements, census, planning for transitions.

### **January 25 & 26, 2019- Littleton ESD Session 3: **Planning for Next Year****

Topics: How to plan for staffing, caseloads and class size, hiring, supervision & evaluation, funding, finance, grants, proportionate share.

### **March 1 & 2, 2019 -Annual AZCEC/AZCASE Conference Session 4: **Dealing with the Difficult****

Topics: Handling difficult conversations & meetings, discipline, mediation, complaints, due process, OCR visits. AZCEC/AZCASE Conference

### **May 29, 2019- Littleton ESD Session 5: **Threading the Needle & Wrap-up & Start-up****

Topics: Evaluating the year; Getting ready for the 2019-2020 school year.