Department of Learning Support-Special Education Services
SY 2021-2022

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School Assignments & Reports	**Responsibilities**
• **December 1 Child Count** • **Indicator 4- Suspension/Expulsion** • **Medicaid Quarterly Administrative Activity Claims** • **Yearly Cost Report**	• Accelify (Medicaid Reimbursement Billing) • Data Analysis • Dispute Resolution (Due Process, Mediation, State Complaints, etc.) • Dept. of Student Support Services (i.e. Code of Conduct, Tribunal Support) Liaison • Children Services Act (CSA) • Homebased Services/Placements • Operations (i.e., Annual Plan & Budget Support, Staffing/Allocations, Transportation) • Oversight of Corrective Action Plans (CAPs) • Professional Development • School Board Special Education Policy • SECEP Monthly Director's Meetings • Special Education Compliance • Synergy SE • Tuition Reimbursement

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School Assignments & Reports	Responsibilities
• **December 1 Child Count** • **Indicator 9- Special Education & Related Services Disproportionality** • **Indicator 11- Timeline for Eligibility** • **Related Services** • **Section 504** • **Special Education Proportionate Set Aside (PSA)**	• Collaborative (Inclusion) Services • Curriculum & Instruction Liaison (C&I) • Data Analysis • Dept. of Student Wellness/School Psychologist & Social Worker Liaison & Support • Private Schools (PPHR, PPHS, PPHT, ISP, PKNE) • Professional Development • Related Services- Adaptive PE, Assistive Technology, Occupational Therapy, Physical Therapy, & Speech' • Rethink Education • Section 504 Compliance Officer (division) • Specially Designed Instruction (SDI) • Special Education Compliance • Synergy SE/Helpdesk • Website updates & management

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School Assignments & Reports	Responsibilities
December 1 Child Count **Indicator 10- Disproportionality in Specific Disability Categories** - District-Wide Programs: (Autism Spectrum Disorders and Intellectual/Multiple Disabilities classrooms) - Public Regional Programs/SECEP: ASP, EBICS, REACH, Re-Ed, and TRAEP Program Support	- Crisis Prevention Intervention (CPI) - Curriculum & Instruction Liaison (C&I) - Data Analysis - Department Chair/Lead Teacher Support & Development - Extended School Year (ESY) - Instruction, Compliance, & Professional Development - MANDT System Training - Rethink Education - Specially Designed Instruction (SDI) - Special Education Compliance - Synergy SE - Virginia Essentialized Standards of Learning (VESOL)

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Avivah Smith-Evans, Administrative Secretary

School Assignments & Reports	Responsibilities
December 1 Child Count **Indicator 5- School Age Least Restrictive Environment** - District-Wide Program: (Emotional Disability classrooms) - Calcott - Camp Allen - Jacox - Larrymore - Lindenwood - Oceanair - Richard Bowling - Sherwood Forest	- Audiology, Hearing Impairment (HI) Teachers & Interpreters - Collaborative (Inclusion) Services - Curriculum & Instruction Liaison (C&I) - Data Analysis - Homebound Services/Acellus - Instruction, Compliance, & Professional Development - Nursing Services - Rethink Education - Specially Designed Instruction (SDI) - Special Education Compliance - Synergy SE

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School Assignments & Reports	Responsibilities
December 1 Child Count **Indicator 13- Secondary IEP Goals and Transition Services** **Indicator 14- Post-secondary Outcomes** - Booker T. Washington High School - Granby High School - Lake Taylor High School - Madison (Norfolk Alternative School) - Maury High School - Norview High School	- Collaborative (Inclusion) Services - Curriculum & Instruction Liaison (C&I) - Data Analysis - Department Chair Support & Development - Instruction, Compliance, & Professional Development - Rethink Education - Specially Designed Instruction (SDI) - Special Education Compliance - Synergy SE - Transition Services- Career Development Program (CDP), Job Coaching, Post-Secondary Programs

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School Assignments & Reports	Responsibilities
• **December 1 Child Count** • **Indicator 1- Graduation** • **Indicator 2- Dropouts** • Academy for Discovery at Lakewood (Gr. 3-8) (ADL) • Academy for International Studies at Rosemont (Gr. 6-8) (AOIS) • Comprehensive Coordinated Early Intervening Services (CCEIS) • Crossroads School (K-8) • Ghent School (K-8) • Hospital Program @ CHKD (Janice Teagle, Director jteagle@nps.k12.va.us) • Lake Taylor School (Gr. K-8) • L.I.F.E. Program (Norfolk City Jail) • NET Academy (Juvenile Detention Center) • Norfolk Technical Center • Open Campus • Southside STEM at Campostella (K-8)	• Collaborative (Inclusion) Services • Curriculum & Instruction Liaison (C&I) • Data Analysis • Department Chair/Lead Teacher Support & Development • Instruction, Compliance, & Professional Development • L.I.F.E. Program budget • Rethink Education • Specially Designed Instruction (SDI) • Special Education Compliance • Synergy SE • VTSS Liaison • Website updates & management

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School Assignments & Reports	Responsibilities
• **December 1 Child Count** • **Indicator 3- Participation and Performance on Statewide Assessments** • **Departmental Data Requests/Synergy Reports** • **Student Record Collection (SRC)** • Azalea Gardens Middle School • Blair Middle School • Northside Middle School • Norview Middle School • Ruffner Academy • Private Day & Residential Schools: Dominion Day Academy, Rivermont, Harbor Point, etc.	• Collaborative (Inclusion) Services • Curriculum & Instruction Liaison (C&I) • Data Analysis • Department Chair Support & Development • Department of Assessment, Research, and Accountability (ARA) Liaison • Family Assessment Planning Team (FAPT) • Instruction, Compliance, & Professional Development • Rethink Education • Specially Designed Instruction (SDI) • Student Information Systems (SIS) Liaison • Synergy SE/Helpdesk • Visual Impairment (VI) • Website updates & management

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Katerine Biernot, Administrative Secretary

School Assignments & Reports	**Responsibilities**
• **December 1 Child Count** • **Indicator 6- Preschool Least Restrictive Environment** • **Indicator 7- Preschool Outcomes** • **Indicator 12- Part C to Part B Transition** • Berkley/Campostella ECC • Easton Preschool • Larchmont Elementary • Monroe Elementary • Norview Elementary • ODU Oral Preschool Program • P.B. Young, Sr. Elementary • Sewells Point Elementary • St. Helena Elementary • Tanners Creek Elementary • Willoughby Preschool	• Collaborative (Inclusion) Services • Curriculum & Instruction Liaison (C&I) • Data Analysis • Department of Assessment, Research, and Accountability (ARA) Liaison • Early Childhood Special Education (ECSE) • Early Learning Department Liaison • Instruction, Compliance, & Professional Development • Lead Teacher Support & Development • Preschool Assessment Team (PAT) • Private School (PKNE) • Rethink Education • Specially Designed Instruction (SDI) • Synergy SE • Website updates & management

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School Assignments & Reports	**Responsibilities**
December 1 Child Count **Indicator 8- Parental Involvement** - Bayview - Chesterfield Elementary - Coleman Place Elementary - Granby Elementary - Ingleside Elementary - Little Creek Elementary - Ocean View Elementary - Suburban Park Elementary - Tarrallton Elementary - Tidewater Park Elementary - W.H. Taylor Elementary - Willard Elementary	- Collaborative (Inclusion) Services - Curriculum & Instruction Liaison (C&I) - Data Analysis - Department of Assessment, Research, and Accountability (ARA) Liaison - Instruction, Compliance, & Professional Development - Lead Teacher Support & Development - Parent Resource Center (PRC) - Rethink Education - Specially Designed Instruction (SDI) - Special Education Compliance - Synergy SE - VTSS Liaison

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