



**Norfolk Public Schools**  
The cornerstone of a proudly diverse community

**Department of Learning Support-Special Education Services**

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<b>School Assignments &amp; Reports</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• <b>December 1 Child Count</b></li> <li>• <b>Medicaid</b> (Billing, Quarterly Administrative Activity Claims, &amp; Yearly Cost Report)</li> <li>• <b>Section 504</b></li> <li>• <b>Students with Intensive Supports Needs Application</b> (SISNA)</li> <li>• Private Day &amp; Residential Schools: Dominion Day Academy, Rivermont, Harbor Point, etc.</li> <li>• Virtual Scholars Academy (VSA) Support</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance Implementation &amp; Monitoring</li> <li>• Data Analysis</li> <li>• Dispute Resolution/Corrective Action Plans (CAPs)</li> <li>• Student Support Services Liaison (Discipline, Tribunals, etc.)</li> <li>• Family Assessment Planning Team (FAPT) &amp; Children Services Act (CSA)- Community Policy &amp; Management Team (CPMT) Representative</li> <li>• Homebased Services/Placements</li> <li>• Medicaid</li> <li>• Operations &amp; Budget Support- SPED</li> <li>• Professional Development</li> <li>• School Board Special Education Policy</li> <li>• SECEP Monthly Director's Meetings</li> <li>• Section 504 Compliance &amp; Support</li> <li>• Ten Day Count/Allocations &amp; Staffing</li> <li>• Tuition Reimbursement</li> </ul>



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- Ms. Janice Grier, Administrative Secretary, [jegrier@nps.k12.va.us](mailto:jegrier@nps.k12.va.us)

**School Assignments & Reports**

- **December 1 Child Count**
- **Indicator 9- Special Education & Related Services Disproportionality**
- **Indicator 11- Timeline for Eligibility**
- **Indicator 12- Part C to Part B Transition**
- **Related Services:**  
Adaptive Physical Education (APE), Assistive Technology (AT), Occupational Therapy (OT), Physical Therapy (PT)  
Speech-Language Pathologist Support (SLP)
- **Special Education Proportionate Set Aside (PSA)**

**Responsibilities**

- Curriculum & Instruction Liaison (C&I)
- Data Analysis
- Dept. of Student Wellness Liaison (School Psychologist & Social Worker Support)
- Early Learning Department Liaison
- Preschool Assessment Teams (PAT)
- Private School/Homeschool Referrals & Individual Service Plans (PPHR, PPHS, PPHT, PKNE)
- Professional Development
- Related Services
- Special Education Instruction & Compliance
- Specially Designed Instruction (SDI)
- Synergy SE/Helpdesk
- Website updates & management





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School Assignments & Reports	Responsibilities
<ul style="list-style-type: none"> <li>• <b>December 1 Child Count</b></li> <li>• <b>Indicator 6- Preschool Least Restrictive Environment</b></li> <li>• <b>Indicator 7- Preschool Outcomes</b></li> <li>• Berkley/Campostella ECC</li> <li>• Coleman Place Elementary</li> <li>• Easton Preschool @ Fairlawn</li> <li>• Norview Elementary</li> <li>• ODU Oral Preschool Program</li> <li>• P.B. Young, Sr. Elementary</li> <li>• Sewells Point Elementary</li> <li>• St. Helena Elementary</li> <li>• Tarrallton Elementary</li> <li>• Willoughby Preschool</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum &amp; Instruction Liaison (C&amp;I)</li> <li>• Data Analysis</li> <li>• Early Childhood Special Education (ECSE) &amp; Budget</li> <li>• Early Learning Department Liaison</li> <li>• Professional Development</li> <li>• Rethink Education</li> <li>• Special Education Instruction &amp; Compliance</li> <li>• Specially Designed Instruction (SDI)</li> <li>• Synergy SE/Helpdesk</li> </ul>





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School Assignments & Reports	Responsibilities
<ul style="list-style-type: none"> <li>• <b>December 1 Child Count</b></li> <li>• <b>Indicator 10- Disproportionality in Specific Disability Categories</b></li> <li>• District-Wide Programs: (Autism Spectrum Disorders and Intellectual/Multiple Disabilities classrooms)</li> <li>• Public Regional Programs/SECEP: ASP, EBICS, REACH, Re-Ed, and TRAEP Program Support</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum &amp; Instruction Liaison (C&amp;I)</li> <li>• Data Analysis</li> <li>• Department Chair/Lead Teacher Support &amp; Development</li> <li>• Extended School Year (ESY)</li> <li>• MANDT System Training</li> <li>• Professional Development</li> <li>• Rethink Education</li> <li>• Special Education Instruction &amp; Compliance</li> <li>• Specially Designed Instruction (SDI)</li> <li>• Synergy SE/Helpdesk</li> <li>• Virginia Essentialized Standards of Learning (VESOL)</li> <li>• Website updates &amp; management</li> </ul>





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**School Assignments & Reports**

- **December 1 Child Count**
- **Indicator 1 & 2- Graduation/Dropouts**
- **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
- NET Academy (Juvenile Detention Center)
- Norfolk Technical Center (NTC)
- Norview High School

**Responsibilities**

- Curriculum & Instruction Liaison (C&I)
- Data Analysis
- Department Chair Support & Development
- Post-Secondary Transition Services  
Career Development Program (CDP), Job Coaching, Post-Graduate Program (PG) Students
- Professional Development
- Rethink Education
- Special Education Instruction & Compliance
- Specially Designed Instruction (SDI)





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School Assignments & Reports	Responsibilities
<ul style="list-style-type: none"> <li>• <b>December 1 Child Count</b></li> <li>• <b>Indicator 1 &amp; 2- Graduation/Dropouts</b></li> <li>• <b>Indicator 4- Suspension/Expulsion</b></li> <li>• <b>CCEIS/CEIS Survey Report &amp; Worksheet Application</b></li> <li>• Academy for Discovery at Lakewood (Gr. 3-8) (ADL)</li> <li>• Crossroads School (K-8)</li> <li>• Ghent School (K-8)</li> <li>• Lake Taylor School (K-8)</li> <li>• L.I.F.E. Program (Norfolk City Jail)</li> <li>• Open Campus</li> <li>• Ruffner (3-5)</li> <li>• Southside STEM Academy at Campostella (K-5) (SSAC)</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive/Coordinated Early Intervening Services (CCEIS/CEIS) &amp; Budget</li> <li>• Curriculum &amp; Instruction Liaison (C&amp;I)</li> <li>• Data Analysis</li> <li>• Dept. of Assessment, Research, and Accountability (ARA) Liaison</li> <li>• Department Chair/Lead Teacher Support &amp; Development</li> <li>• L.I.F.E. Program budget</li> <li>• Professional Development</li> <li>• Rethink Education</li> <li>• Special Education Instruction &amp; Compliance</li> <li>• Specially Designed Instruction (SDI)</li> <li>• MTSS/VTSS Liaison</li> </ul>





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School Assignments & Reports	Responsibilities
<ul style="list-style-type: none"> <li>• <b>December 1 Child Count</b></li> <li>• <b>Indicator 3- Participation and Performance on Statewide Assessments</b></li> <li>• <b>Departmental Data Requests/Synergy Reports</b></li> <li>• <b>Master Schedule Record Collection (MSRC)</b></li> <li>• <b>Student Record Collection (SRC)</b></li> <li>• Academy of International Studies at Rosemont (AOIS)</li> <li>• Azalea Gardens Middle School (AGMS)</li> <li>• Blair Middle School</li> <li>• Northside Middle School</li> <li>• Norview Middle School</li> <li>• Ruffner (6-8)</li> <li>• Southside STEM Academy at Campostella (6-8) (SSAC)</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum &amp; Instruction Liaison (C&amp;I)</li> <li>• Data Analysis</li> <li>• Department Chair Support &amp; Development</li> <li>• Dept. of Assessment, Research, and Accountability (ARA) Liaison</li> <li>• Professional Development</li> <li>• Rethink Education</li> <li>• Special Education Instruction &amp; Compliance</li> <li>• Specially Designed Instruction (SDI)</li> <li>• Student Information Systems (SIS) Liaison</li> <li>• Synergy SE/Helpdesk</li> <li>• Vision Services/Teachers for Visually Impaired (TVI)</li> </ul>







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**School Assignments & Reports**

- **December 1 Child Count**
- **Indicator 5- School Age Least Restrictive Environment**
- **Indicator 10- Disproportionality in Specific Disability Categories**
- Bayview Elementary
- Chesterfield Elementary
- Granby Elementary
- Ingleside Elementary
- Larrymore Elementary
- Little Creek Elementary
- Ocean View Elementary
- Suburban Park Elementary
- Tanner's Creek Elementary
- W.H. Taylor Elementary

**Responsibilities**

- Curriculum & Instruction Liaison (C&I)
- Data Analysis
- Early Childhood Special Education (ECSE)
- Lead Teacher Support & Development
- Nursing Services (Special Education)
- Professional Development
- Rethink Education
- Special Education Instruction & Compliance
- Specially Designed Instruction (SDI)







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School Assignments & Reports	Responsibilities
<ul style="list-style-type: none"> <li>• <b>December 1 Child Count</b></li> <li>• <b>Indicator 5- School Age Least Restrictive Environment</b></li> <li>• <b>Indicator 10- Disproportionality in Specific Disability Categories</b></li> <li>• District-Wide Program: (Emotional Disability classrooms)</li> <li>• Camp Allen Elementary</li> <li>• Jacox Elementary</li> <li>• James Monroe Elementary</li> <li>• Larchmont Elementary</li> <li>• Lindenwood Elementary</li> <li>• Mary Calcott Elementary</li> <li>• Oceanair Elementary</li> <li>• Richard Bowling Elementary</li> <li>• Sherwood Forest Elementary</li> <li>• Willard Model Elementary</li> </ul>	<ul style="list-style-type: none"> <li>• Audiology, Deaf/Hearing Impaired Services (HI) Teachers &amp; Interpreters</li> <li>• Curriculum &amp; Instruction Liaison (C&amp;I)</li> <li>• Data Analysis</li> <li>• Early Childhood Special Education (ECSE)</li> <li>• Professional Development</li> <li>• Rethink Education</li> <li>• Special Education Instruction &amp; Compliance</li> <li>• Specially Designed Instruction (SDI)</li> <li>• Synergy SE/Helpdesk</li> </ul>

