ANCHORAGE SCHOOL DISTRICT

ANCHORAGE, ALASKA

ASD MEMORANDUM #32 (1999-2000) August 23, 1999

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: APPROVAL OF TWO NEW SPECIAL EDUCATION POSITIONS

RECOMMENDATION:

It is the Administration's recommendation that the School Board authorize the Superintendent to approve the addition of two new positions in the Special Education Department for the 1999-2000 school year. These positions are Coordinator of Special Education and a clerical position for Special Education.

PERTINENT FACTS:

In the past five years, the Special Education Department has been responsible for increasing requirements and expectations. Many of these increases have been created with the reauthorization of IDEA and the increasing number of students and programs in Special Education.

The Coordinator of Special Education will be an administrative position that is needed to assist the Executive Director of Special Education in the provision of these requirements. The duties will be multifaceted to include areas such as the development and supervision of procedures needed for providing Special Education supports and services for students attending private schools, correspondence schools, and new charter schools.

With the creation of charter schools and correspondence programs, such as the Galena Charter School and the Delta-Greely Cyber School, several parents have enrolled their children in these home school programs. Some of these students have been attending the District and were certified for Special Education. Service plans need to be created and coordinated with these schools for the provision of Special Education services by ASD. This is required by the Alaska Department of Education and Early Development.

The provision of Special Education services has also changed for students attending private schools in our District. There are increased requirements for child find, determination of services, and provision of services. The reporting of statistics and data to the state and federal agencies have also increased and become more complex.

In addition to these duties, others will be assigned on an as-needed basis to include legal research, coordination of recruitment of Special Education staff, and review of Special Education procedures to be in compliance with state and federal law.

In addition to the added administrative duties, secretarial duties have increased. The requested clerical position would assist the Executive Secretary for Special Education. Duties such as input of staffing changes, filing, data entry for grant management, and coordination of information with the other Special Education programs will be assigned.

Funding for both positions is available from the Federal Title VI-B grant contingency line item for staff. After reviewing the budget, it is felt that this line item is not necessary due to the unfilled positions throughout the year. Further detail will be provided if requested.

BC/CC/RR

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Approved by: Carol Comeau, Assistant Superintendent, Instruction