

**Carroll County Public Schools**

**Special Education Staffing Plan**

**COMAR 13A.05.02.13D**

**2002 - 2003**

Carroll County Public Schools is committed to providing services to students with disabilities in the least restrictive environment. To this end the staffing plan has been developed based upon overall student population rather than by disability or severity of disability. Carroll County is keenly aware that when we meet the needs of "11" students we positively impact students with disabilities without separating them from their nondisabled peers.

To this end, the Board of Education of Carroll County approved the five-year staffing plan for Special Education as part of the FY02 budget approval process. This approval process took the budget and plan to the public for comment and input on three occasions. In addition, the Staffing Plan has been shared with the Carroll County Public Schools Special Education Advisory Committee and revised to include their suggestions.

The Continuous Improvement Plan for Special Education identified areas for improvement within the Special Education Department for Carroll County. Goals have been established to deal more effectively with student instruction, effective IEP meetings, and efficient management of paperwork. These areas were identified by stakeholders as having a need for additional staffing.

With 73% of students with disabilities in regular education classrooms, and a goal of increasing that number to 80% during the 2002-2003 school year it is vital that additional special education teachers and related service personnel be available to support students and teachers. While an overall student population will be used to determine specific staff in special education, individual student and school needs will be taken into consideration through the IEP process.

**The Staffing Plan for Carroll County includes the following:**

1. One (1 F.T.E.) Special Education Teacher for every 250 students in a school
2. One (1 F.T.E.) Instructional Assistant for every 400 students in a school
3. One (1 F.T.E.) Related Service Staff per 35 direct service students in the area of Occupational Therapy, Physical Therapy, and Speech and Language Therapy

**The following specific State Regulatory Requirements were met as part approving the above staffing plan for Carroll County Public Schools.**

- Caseloads are continually monitored by school level administrative staff, Assistant Supervisors of Special Education, IEP Chairs, and The Director of Special Education.
- All staffing concerns are resolved at the lowest level possible. The process begins with the building administrator and moves onto the Director of Special Education, Director of Humans Resources, and then the Superintendent of School.
- Specific staff roles and responsibilities are determined based upon student and school needs as identified by approved student IEP's. Additionally, data is collected from staff and Staff Development is provided based upon identified staff

needs.

- All Special Education staff are afforded planning time equal to, or greater than their peers who teach general education. Principals work with teachers to identify an appropriate amount of time based on caseload, student needs, etc.
- Each individual School Improvement Team, with the Principal, develop strategies that need to be included in the School Improvement Plan each school year.
- Carroll County Public Schools maintains a Continuous process for monitoring and improvement of compliance, student achievement, and customer satisfaction. Additionally, Assistant Supervisors review student IEP documents for compliance and student achievement each time they complete an observation of a staff member. After each staff member observation, the results of the document review are shared with teachers and administrators as appropriate.
- The local staffing is presented annually to the Special Education Advisory Committee for Carroll County Public Schools. Additionally, the Continuous process for program improvement addresses a staffing plan and needs for the school system.
- The staffing plan is made public through a variety of sources. The plan is shared annually with principals, the Special Education Advisory Committee and is made public at three presentations on the budget for Carroll County Public Schools and the Department of Special Education. Additionally, the staffing plan is shared annually with all special education teachers and related service personnel in August.

