

**Department of Special Education  
Improvement Plan  
2012-2013**

**District Key Result:** Efficient and effective operations

**Department Goal:** Increase clarity in internal communication

**Supporting Data:** While data over the past two years indicates that internal communications have improved, current systems do not utilize technology as well as they could. Survey results indicate staff do not have on time access to information and do not know where to access information. Information is stored in multiple formats and in multiple locations making access challenging to staff, and maintenance of these systems challenging as well. Fall survey information indicates that 85% of staff felt comfortable and knowledgeable about special education rules and regulations. Sped will continue to operate from a WebEx format. Staff will receive a weekly newsletter update email, and will continue to be guided to the Special Education Landing page for information and resources.

<b>Measures:</b>	<b>Targets:</b>
1. Special Education staff resources will be housed and accessed in electronic format and newsletter email.	1. Special Education will have a fully functional website and staff will have a weekly newsletter email
2. Special Education department meetings will be conducted through a WebEx format	2. WebEx department meetings will be held monthly during the 2012-13 year for: secondary, elementary, and Itinerate/district SPED staff

<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>
1. Weekly updates to the SPED electronic information.	Special Education Technician,	June 30, 2013
2. Monitor SPED website	Special Education Technician	June 30, 2013
3. Design and deliver department meetings through WebEx format	Coordinator, Director, Sped technician	On going
4. Conduct weekly on site walk-through observations documenting visits with format developed by Superintendent, T&L, Tech, and SPED directors	Director	On going
5. Train staff on "central location for information"	Leadership Team	On going
6. Individualized support for SPED staff regarding SPED rules and regulations	Coordinator	On going

*To be completed in June: 2013*

<b>Accomplished:</b>	<b>Yes</b>	<b>No</b>	<b>In Progress</b>
<b>Actual Results:</b>			
<b>Strategies:</b>			
<b>Future Steps:</b>			