

## New SPED Director's Seminar Panel Discussion Topics and Possible Questions

February 8, 2017

Topics:

### 1. Hiring

- a. Before you hire, do you move staff around?
- b. Where do you advertise?
- c. When do you hire?
- d. Do you go to any hiring fairs?
- e. Do you steal staff from other district? (tehehe)
- f. Do you offer incentives? Signing bonuses?
- g. What questions do you ask that help you identify a good hire for your district?
- h. What specific questions do you ask as you check references?
- i. Do you grow your own? How?
- j. Other?

### 2. Staffing Needs

- a. How do you determine your staffing needs?
  - i. Is it on case load?
  - ii. Needs of the students?
  - iii. Programs in your district?
- b. Do you use a weighted formula for staffing needs?
- c. How do you use classified? Is it based on need?
- d. Do you only have a pull out model? Inclusion model? Mix?
- e. Are your staffing needs less, more and what do you use to decide staffing needs?
- f. How do you use your classified staff?
- g. Do you have less certified or classified staff?
- h. Are classified staff used only for SPED or are they funded SPED and General Fund?
- i. Are any of your staff paid with Federal funds only?
- j. Other?

### 3. Evaluation

- a. What do you use to evaluate your licensed staff?
- b. What do you use to evaluate your classified staff?
- c. What do you use to evaluate your specialists?
- d. What do you base your evaluations on?
  - i. District goals?
  - ii. Building goals?
  - iii. SPED goals? IEP? Compliance? Academic?
- e. How often do you evaluate?
- f. What do you use for an IEP evaluation?
- g. Who does the observations?

- h. How do you schedule meetings with your SPED staff to go over the evaluations?
  - i. Other?
- 4. Professional Development
  - a. How do you determine areas that your staff needs more professional development in?
  - b. How do you find the PD for them?
  - c. What funds can I use?
  - d. Do I pay for subs?
  - e. What is the accountability for the new learning? How can I monitor this?
  - f. Other?
- 5. Retention of SPED staff
  - a. What do you do to retain your staff?
  - b. Are there incentives?
  - c. Less case load?
  - d. More professional time out of the building?
  - e. More time for paperwork?
  - f. Other?