

The First 30 Days

A Resource for New Special Education Administrators in Pennsylvania

Support for New Special Education Administrators

In the first 30 days on the job, special education administrators should focus on several key areas to ensure a smooth transition and effective leadership. Discuss with your superintendent, executive director, or charter school executive officer to determine which topics to prioritize.

Ten Key Areas of a Special Education Director's Role:

- ✓ Examine Policies and Procedures
- ✓ Review Student Records and Individualized Education Programs (IEPs)
- ✓ Meet with Staff and Others
- ✓ Assess Resources and Budget
- ✓ Establish Communication Channels
- ✓ Observe Classroom Instruction and Student Support
- ✓ Identify Professional Learning Needs
- ✓ Build Relationships with Community Partners
- ✓ Review Data and Assessment Practices
- ✓ Set Goals and Priorities

Supporting Resources

Use these resource documents together or separately to gain an understanding of your LEA's special education programs and operations. This strong foundation will set you up for success in leading and advocating for your students and staff:

Orienting to the LEA



Gather key information on policies and procedures, meetings, and communication protocols.

LEA Contacts



Identify LEA personnel associated with special education programs.

Resource Assessment



Learn the status of special education programming and services.

Service Provider Contracts



Stay up to date with contracted services and supports.



Watch a Brief Video

Learn more about The First 30 Days and how it can be used: www.pattan.net/first30



Visit the APR Repository

Access The First 30 Days and more resources to support you in your role: tinyurl.com/PennsylvaniaAPR.

