## Special Ed PRO

# How to be a Special Ed PRO:
# Proactive, Responsive, and Organized
### (Virtual Training Event)
### March 24, 2021 (8:30 AM – 3:30 PM)

A primary component of the work of a special education leader is managing and supporting the collection and reporting of mandated special education data. This professional development session, being offered through Zoom, is designed to train novice special education leaders to become more adept at managing the demands of being a special education administrator at any level. Participants will learn about many of the reporting requirements via both Leader Services and the PDE Portal. Participants will develop skills & gain access to tools to organize and prioritize weekly, monthly, and yearly recurring reporting events. Given new skills, participants will identify work habits essential to mandated special education data collection and reporting as well as cyclical monitoring for continuous improvement (CMCI). Participants will create an implementation plan to improve their existing organizational system as it relates to CMCI and mandated data collection and reporting.

## OBJECTIVES

Participants will be able to:

- Illustrate how to utilize tools, strategies and activities to proactively prepare for special education mandated data collection and reporting (Proactive)
- Identify needed systemic changes related to special education mandated data collection and reporting (Responsive)
- Identify work habits to be intentionally organized to prepare for special education mandated data collection and reporting (Organized)

## TARGET AUDIENCE

Novice Special Education Administrators with less than 3 years in the role and/or anyone with limited knowledge of mandated special education data collection and reporting.

## AGENDA

| Time | Topic |
|---|---|
| 8:30 AM - 10:00 AM | Pennsylvania Department of Education data reporting requirements (e.g. Comprehensive Plan, Special Education Plan, Special Education Plan Revision Notice, 4010/4011) |
| 10:00 AM - 10:15 AM | Break |
| 10:15 AM - 11:30 AM | Leader Services data reporting requirements (Restraint Information System Collection, Instruction Conducted in the Home, Contingency Fund, Indicator 14, Cyclical Monitoring for Continuous Improvement) |
| 11:30 AM - 12:30 PM | Lunch on your own |
| 12:30 PM - 2:00 PM | Cyclical Monitoring for Continuous Improvement (components, processes, policies, procedures and preparation) |
| 2:00 PM - 2:15 PM | Break |
| 2:15 PM - 3:30 PM | Cyclical Monitoring for Continuous Improvement (continued) |

## REGISTRATION AND CONTACT INFORMATION

Please register online by visiting the PaTTAN website at www.pattan.net.

**For questions regarding registration, contact:**
PaTTAN Pittsburgh – Paula Quinn, pquinn@pattanpgh.net, 412-826-6880

**For questions regarding content, contact:**
PaTTAN Pittsburgh – Jeffery Coover, jcoover@pattanpgh.net, 412-826-6839

## ACT 48 CONTINUING EDUCATION CREDITS

Individuals attending this virtual event must login individually, on time, using a computer or iPad, stay the duration of the event, and complete an attendance/ evaluation survey by the designated deadline in order to be eligible to receive Act 48 Professional Education clock hours. This event is offered for 5 Act 48 hours.

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