

Serving 5 Districts

- ◆ Blue Earth Area
- ◆ Fairmont Area
- ◆ Granada-Huntley-East Chain
 - ◆ Martin County West
 - ◆ United South Central



Southern Plains Education Cooperative
Dr. Sarah Mittelstadt
Director of Special Services

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Find additional New Staff Resources on
the website:

www.southernplainedcoop.org
Click Learning Opportunities
Click New Teacher Training
Click on your Level

Purpose:

To support new special education staff to ensure staff feel they have the greatest level of success, and ultimately students receive the greatest level of achievement.

General Description:

This program is designed on the “gradual release” model (I do, we do, you do). All reasonable efforts are made to do all tasks in this format.

The greatest focus on New Staff Induction has been on due process. However, there is also focus on the unique aspects special needs instruction.

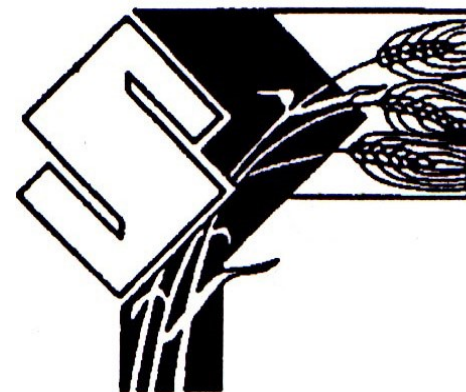
General induction such as district policy and procedures, district curriculum, and related issues are the responsibility of the member district induction program.

Ongoing support is given after the first year targeted to individual needs.



Southern Plains Education Cooperative

**New Staff
Training,
Mentoring,
and Induction
Program**



Tel: 507-238-1472

New Staff Training

101

Coordinator: Kellie Fischer

Target Audience:

- New special education staff within the cooperative member districts

Trainings:

- One half-day in late August
Specifics on what to expect throughout the year, resources, and general information.
- One half-day per month throughout the school year.
Training on small pieces at a time throughout the year.

150

Coordinator: Deb Bertram

Target Audience:

- Second Year Staff

Trainings:

- Five half-day trainings throughout the year.
Targeted based on needs of the group

201

Coordinator: Coordinator

Target Audience:

- Third Year Staff

Trainings:

Individualized programs are set up for staff based on their specific needs

Topics Covered

- **Team Meeting Strategies**
- **Available Resources**
- **Managing Paraprofessionals**
- **Organizing student files**
- **SpEd Forms**
- **Evaluation Report Process**
- **IEP Components**
- **Third Party Billing**
- **Curriculum Based Measures**
- **Communicating with Parents**
- **Goal writing**
- **Data Collection**
- **Positive Support Plans**
- **Functional Behavior Assessments**
- **Instructional Strategies**
- **Progress Reports**
- **Transition, ESY**
- **Peer Sharing**

Mentor Support

- The mentor does significant support at the beginning of the school year, but fades throughout the school year.
- For example, the first IEP meeting of the year the mentor would sit with the teacher and tell them what to say as they call the parent to set up the meeting. Then the mentor would run the first IEP meeting for the new staff with the new staff member in attendance. At the next meeting the new staff would run the meeting, but the mentor would attend to support the new staff member.
- The mentor is available at least one time per week to support the new staff.
- At least once a month the mentor and new staff meet to discuss specifics.

