

General School Administration

Staff Supervision

Supervision of the special education and services staff shall be a cooperative effort by the NDSEC Coordinator, Administrator, and the Executive Director.

The Cooperative Coordinator/Administrator is responsible for the supervision of the general functions of the classroom or service on a day-to-day basis and is recognized as the line supervisor.

The special education administrator/coordinator is responsible for providing technical assistance and consultation to teachers, administrators, district coordinator and educational support personnel regarding special education programs and services. Such assistance and consultation may include but not be limited to the following activities.

1. Classroom visitations – Classroom visitations may be initiated by either a classroom teacher or designated Cooperative Coordinator. Other administrative staff the Special Education District, a Member District, or an Operating District may request a classroom visitation by the designated coordinator.
2. In-service – Cooperative shall plan and conduct appropriate in-service activities.
3. Consultation – Consultations regarding students, or curriculum instruction, may be initiated by either the classroom teacher or designated coordinator. Other administrative staff of either the Cooperative or a Member District may request a consultation between a classroom teacher and his or her designated coordinator.
4. Records and reports – Appropriate records and reports may be requested by the designated coordinator.

Adopted: 3/13/2000