Instructional Support Teacher
Beginning of the Year Tasks
2020-2021

August 3 – August 14

Completed	Task	Resources	Who
	• Review Move in Process • Schedule High Profile meetings	SEC Campus User Guide Practitioner's Manual	IST
	• Establish caseload assignments	SEC Campus User Guide Section 1 Chapter 3	
	• Verify that student schedules match IEP services (If schedules are incorrect, work with your data clerk to ensure accuracy.) • If Program class, vet class list for accuracy		IST & Case Managers
	• Register for SEC Campus Training, if did not attend during the summer	Frontline https://app.frontlineeducation.com/pd-overview/employee	IST
	• Train department on the process for SEAT (10-day count)	Big Picture and Segment Reports	IST

	• Meet with your department during pre-planning
	  ➢ Disseminate caseloads to CMs.
	  ➢ Inform CMs of SEC Campus required trainings (if missed in the summer.)
			IST & Case Managers

	• Hold all IEP Meetings that note to meet during Pre-Planning in the IEP Meeting Minutes (Virtual)		IST & Case Managers

	• Set up data collection process for SEC department
	  ➢ Hard Copy
	  ➢ Electronic
			IST

	• Provide the Media and Educational Technology Instructor (METI) the list of		IST

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	students who require an Ipad for students in program classes by August 7th		
	• Notify case managers to provide a list of students with AT required on their IEP no later than August 7th		IST
	• Ensure Case Managers create their caseloads in SEC Campus by Aug. 11, 2020 (Continue to monitor enrollment for new student with IEPs)	Caseload in SEC Campus-.pdf	

	• Verify completion of Remote Learning Contingency Plan • Oversee development of remote learning schedules to ensure requirements are met		IST
	• Complete and finalize process for SEAT (10-day count) Are we still doing this? What is the process? Will need date to complete	BIG Picture Form Segment Reports	IST
	• Ensure you have received all ESY materials		IST
	• Register for TKES training, if applicable	Frontline https://app.frontlineeducation.com/pd-overview/employee	IST and SEC Staff
	• Review shared Elig. Timeline log with school psych. and SLPs	Shared Via One Drive	IST
	• Set up your timelines through October 1, 2021	• Reference the SY 19-20, previously shared to access pending evaluations. • SY 20-21 link will be shared by Aug. 31. 2020	IST, School Psychologist, & SLPs

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			IST
	• Schedule Department meetings for school year (These meetings will be virtual until further guidance is provided.) • Send via email a list of department meeting dates to Zone Program Specialist by *August 28, 2020*		
	• Schedule speech/psych/SST chair meetings (monthly) for school year ➢ Send a list of dates to Zone Program Specialist by *August 28, 2020*		IST, School Psychologist, SST Chair & SLPs
	• Schedule monthly meetings with administration for school year by *September 11, 2020*	Reference Principal Support Documents. (link for Aug.)	IST & Admin
	• Generate initial eval due report, annual review due report and re-eval due report, through October 2021	SEC Campus Pathway: Index>Special Education> Reports	IST
	• Support SEC staff and administration with schedule changes		IST
	• Reach out and support new SEC teachers		IST
	• Continue to monitor move in students	SEC Campus User Guide Practitioner's Manual: https://employees.fultonschools.org/academics/ss/excepchild/Pages/SEC_PManual.aspx	IST & Case Managers
	• Confirm case managers have distributed accommodations to all teachers	• Upload to forms to SEC Campus • Accommodation Teacher Form	IST

	• Review SEC Remote Learning Resources (several of these will be referenced in the required modules during pre-planning)	LINK: bit.ly/SECRLL	IST