

Practicum in Leadership

Shadowing Field Notes-Special Education Coordinator

Date: 1/8/2007 Time: 8:00 am-2:00 pm

Individual Shadowed: Ms. Park Duration: 6 hours

<u>Time</u>	<u>Activity</u>	<u>Reflections/Notes</u>
8:00-8:45	Listened to/Returned Voicemail and Email Messages	Often interrupted, eats up a great deal of time, is this a daily activity?
8:45-9:00	Conference call with Principal at Michael Elementary regarding a change in special education allotments	Conversation was very informal and not a lot of explanation was needed. The number of allotments was being changed due to a decrease in enrollment stemming from the opening of a new elementary school.
9:00-11:00	Budget meeting with MOID/SID/PID Coordinator (Ms. Potts); Special Education Director came in to answer questions (Ms. K)	Well organized although meeting was informal. Ms. Park had previous year's records to handle a dispute between Ms. Potts and the elementary special education director regarding paraprofessional allotments.
11:00-11:45	Lunch meeting in the conference room with School Improvement Specialist (Jo) regarding parental complain about a self-contained teacher	SIS and Coordinator work well together, Coordinator delegated phone calls to the school counselor and parent of the child being discussed. SIS asked for Clarification on move-in procedures for a new student from out-of-state whose IEP had year-round school services listed.
11:45-12:10	Unscheduled Parent Conference—parent came to discuss grievance regarding the school their child must attend since their recent move within the county.	Ms. Park explained why the child is assigned to the new school and cannot remain at their previous school. Parent inquired about the middle school their child would attend after the end of the 5 th grade school year.
12:30-2:00	IEP Meeting at LSES by parent request to discuss several concerns expressed by the parent.	What percentage of the time does Ms. Parks attend IEP meetings? Parental concerns: length of time it was taking to complete her son's triennial evaluation, the section of her son's IEP that indicated that Mindset techniques would be used in the event of aggression. Ms. Park explained the purpose of Mindset and fielded questions from the parent regarding disciplinary procedures for children with behavioral difficulties related to their primary disability.

