

DIVISION OF SPECIAL EDUCATION

Q & A

Assistant Principal Elementary Instruction Specialist 2009-2010

RESPONSE TO QUESTIONS REGARDING THE APEIS

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1. Are the APEIS still being supervised by the Local Districts?

There will be a Supervising Specialist for the APEIS for each Local District who will supervise the APEISs. The Supervising Specialist, APEIS, will report directly to the Support Unit Administrators. The APEISs will be supervised through the Support Units in collaboration with the Local Districts.

2. Do we continue to go to AP meetings?

If the LD superintendents invite the APEIS to AP meetings, they may continue to attend these meetings. Additionally there will be professional development and operational meetings provided by the Division of Special Education.

3. If we are only doing IEPs, what do we do about schedules?

The APEIS will not only be doing IEPs. A District Guide to scheduling IEPs is being developed and will be available to assist the APEIS by August, 2009. As with other itinerants, efficient scheduling is essential in performing this job. NOTE: The APEIS's responsibilities are varied and include attending IEP meetings when necessary, but it is important that the APEIS builds capacity at the school so that there are other qualified staff members to facilitate IEPs.

4. Is there a job description?

The class description for APEIS has not changed but there is a renewed emphasis on performing duties specific to special education. Special education is the priority of the position. Due to multiple school assignments for the majority of the APEISs, it is not possible for this position to perform all the ongoing duties of a generic AP. Now that the position will be serving more than two schools, coordinating and monitoring the IEP process, services and instruction provided to eligible students with disabilities will be the main responsibility of the APEIS.

5. How many IEPs should be on our caseload?

The number of IEPs depends on the schools the APEIS has been assigned in an administrative capacity. Each APEIS has a different caseload. The principal is ultimately responsible for the special education program at his/her school. The APEIS is not the single administrator or administrative designee that can participate in the IEP process.

6. Are we going to be supported by the Special Education Units?

The Support Unit Administrators and their staff and the Supervising Specialists for the APEISs will provide support and staff development. The APEISs will also be provided professional development by the Division of Special Education. Local Districts will continue to provide technical and operational support for administrators assigned to their schools.

7. Who will be reporting our payroll?

APEISs that are assigned to a full time position (1 FTE) at a school or 2 half time positions (.5 and .5 split) between two schools will be time reported at the school sites. Any other combinations of assignments such as .2 at one site and .8 at another site, or an APEIS serving 3 schools will be time reported at the Support Unit. If an APEIS is time reported by the Support Unit, the school will:

- a. Provide the APEIS a sign-in card at the school site.
- b. Fax the time card to the payroll clerk at the Support Unit by the required date each month.