**Notre Dame de Namur University**

**School of Education, Department of Special Education**

**EDU 4886-05 SPTP: Professional Development for Special Education Teachers**

**1 unit**

**Fall Semester 2023**

**Instructor:** Karen Breslow

**Email:** KBreslow@ndnu.edu

**Course Schedule:** Saturdays, SM 115

* 9/25, 9:00a-12:30p
* 10/14, 9:00a-1:00p
* 11/4, 9:00a-1:00p
* 1118, 9:00a-1:00p [Online]
* 12/4, 9:00a-12:00p

Course Description: This course is an intensive, in-depth, focused on providing professional development to support as candidates make the transition from credential candidate to preliminary credentialed Education Specialist teacher entering induction.

Course Goals: This course is taught as an intensive and individualized workshop format that will prepare Education Specialist credential candidates to:

* Utilize the tools of their LEA’s management of information system to manage their caseload.
* Write legally compliant IEP documents.
* Utilize positive and productive communication strategies in contentious IEP meetings.
* Make more objective decisions about the services and placements of their students through educational benefit reviews.

9/30-**SESSION 1**: Managing Student Data 9:00 – 12:30

1. Establishing and maintaining accurate IEP calendars
2. Enhancing the efficiency of home page tools
3. Cleansing student data
4. Managing CALPADS data

VIRTUAL OFFICE HOUR 5:00 – 6:30

1. Student presentation of how their daily practice has become more efficient
2. Student discussion of data issues they have discovered
3. Student discussion of challenges with CALPADS data
4. Student discussion of materials of interest in the padlet

10/14-**SESSION 2**: Legal Compliance 9:00 – 1:00

1. Best practices in writing IEP documents, emphasis on Info/Eligibility and Present Levels
2. LRE decision making trees
3. Most common Complaints and how to avoid them
4. Mandated timelines

VIRTUAL OFFICE HOUR 5:00 – 6:00

1. Student presentation on negative impact on learning statement and present levels
2. Student discussion of “worst case scenarios” for the past week

11/4-**SESSION 3**: Writing IEP Documents 9:00 – 1:00

1. Complete deep dive into writing IEP documents
2. Note taking- the purpose, mechanics, and strategies to effective note taking
3. Goal writing- resources and practice

VIRTUAL OFFICE HOUR 5:00 – 6:30

1. Student presentation on Goals drafted since Session 3
2. Student discussion of challenging situations for the past week

11/18 -**SESSION 4:** Chairing IEP Meetings 9:00 –11:00 **Virtual**

1. Responding to parent requests in alignment with SELPA policies
2. Tools for smoother IEP meetings
3. Communication strategies for preventing and disrupting difficult behaviors in IEP meetings.

VIRTUAL OFFICE HOUR 5:00 – 6:30

1. Student presentation on tools used from Session 4
2. Student discussion of challenging situations for the past week

12/2- **SESSION 5**: Educational Benefit Reviews 9:00 –12:00

1. Conducting full Educational Benefit Reviews
2. Conducting abbreviated Educational Benefit Reviews
3. Final reflective essay