

2022-2023 Pupil Services & Special Education

Administrative Roles & Responsibilities

	Amy Emory Director of Pupil Services & Special Education	Elisa Fabiszak Assistant Director of Pupil Services & Special Education	Laurie Labato-DiTomasso Supervisor of Pupil Services & Special Education
Direct Reports	<ul style="list-style-type: none"> Assistant Director of Pupil Services & Special Education Supervisor of Pupil Services & Special Education Supervisor of Nursing Office Professionals (shared) Related services staff (shared) Special education staff (shared) 	<ul style="list-style-type: none"> Supervisor of Pupil Services & Special Education (shared as assigned) Supervises and evaluates assigned related services staff (Psychologists, Social Workers, OT, PT, SLP, BCBA, RBT) CTAC Transition Program Special Education staff Office Professionals (shared) 	<ul style="list-style-type: none"> Assists in the support and embedded training of special education and related service staff Assigned staff observations by Director
Assignments	<ul style="list-style-type: none"> Special education programs and continuum of special education and related services for the district (Preschool-22) LEA oversight and responsibility for special education students attending magnet schools, Lyman High School Vo-Ag, and out of district placements Development and alignment of special education procedures and processes consistent with federal and state regulations under IDEA Specialized curriculum development, instructional practices, and resource allocation to support IEPs Pupil Services for the district Section 504 for the district Coordination and oversight of Extended School Year program for special education 	<ul style="list-style-type: none"> Special Education CT-SEDs implementation, training and troubleshooting CSDE CT-SEDs district liaison responsible for communication with CSDE, system updates, error resolutions and follow up with staff and administration Creation & ongoing updating of CT-SEDs district training and resource guide CT-SEDs implementation, training and troubleshooting for Section 504 District's Transition program Coordination with and training for Special Education Teacher Leaders Management of district-wide special education digital assessment systems Assists with oversight and compliance 	<ul style="list-style-type: none"> Provides building level support across all schools for continuum of special education services and IEP development Administrator for PPTs for special education and 504 students attending magnet schools, Lyman High School Vo-Ag, and other programs as assigned Shares administrative responsibilities for PPTs for special education students attending out of district placements Supports staff in specialized programs relative to best practices in instruction, behavior, and accommodations through consultative practices and embedded training

	<p>students</p> <ul style="list-style-type: none"> ● Coordination with outside agencies: DDS, DCF, BRS, and Bureau of Special Education ● Design and delivery of Professional development and training for special education, related services, and pupil services staff ● Coordination of specialized consultants and evaluators ● Coordination of homebound/hospitalized/IAES tutoring ● Grant funding for IDEA, ARPA IDEA, Esser II IDEA ● Department budget ● Title IX Coordinator for the district ● McKinney-Vento Coordinator for the district ● Custodian of Records for the district/ FERPA Compliance ● Specialized transportation ● Medicaid reimbursement program ● Mediation and Educational Hearings/Resolution Meetings ● Evaluation of Assistant Director ● Evaluation of Supervisor ● Evaluation of office professionals ● Interviewing and hiring of new staff 	<p>of special education procedures and processes consistent with federal and state regulations under IDEA</p> <ul style="list-style-type: none"> ● Coordinates case consultation and fidelity audits ● Analysis of Data within CT-SEDs and identify areas of need ● Assists with Section 504 compliance for procedures and practices ● Assists with administrative responsibilities for special education students attending out of district placements including transition back to district ● Assists in the design and delivery of professional development and training for special education, related services, and pupil services staff ● Oversight and administrative support for students transitioning from Birth to Three ● Assists with interviewing and hiring of staff ● Attend PPTs as assigned for students with more complex needs. ● Grant writing for competitive special education grants 	<ul style="list-style-type: none"> ● Supports staff with data collection systems and analysis as part of progress monitoring requirements ● Assists in the presentation of professional development to staff ● Supports the development of quality IEPs at the building level ● Provides individual targeted support for special education procedures and processes consistent with federal and state regulations under IDEA ● Attend and support special education staff meetings at each building ● Provides individual targeted support to new special education teachers ● Provides individual targeted support to expand special education teacher evaluation and assessment practices ● Attend PPTs as assigned for students with more complex needs
State / Federal Reporting	<ul style="list-style-type: none"> ● Monitoring and oversight of Special Education Reporting 	<ul style="list-style-type: none"> ● CT-SEDs 	

	Linda Bychowsky	Karen Perkins
Assignments	<ul style="list-style-type: none"> • Weekly monitoring and error resolution of statewide special education data reports • SBAC uploads to TIDE • Review and check accuracy of annual review and re-evaluation dates for every IEP prior to finalization • Troubleshoots errors preventing IEP finalization as appropriate • Monitor initial referral 45 day timeline across the district • Record and ensure accuracy for all students in PSIS and PS • Monitoring of McKinney Vento students • Records destruction and archiving • Monitor and ensure accurate copies of all Special Education student files are filed • Coordinate scheduling for outside evaluations • Copying and organization of records requests, including DDS, transfers to new schools, and referrals • Supports compliance during state audit years through data review and reporting measures • Answer phones and scheduling of meetings • SEDAC reporting <ul style="list-style-type: none"> ○ Summary of Performance (SOP) ○ Evaluation Timelines ○ Resolution Meetings ○ Secondary Transition 	<ul style="list-style-type: none"> • Ordering/Requisitions for department supplies using Munis • Purchase orders for tuition, transportation, and services for out of district placements • Coordination and scheduling of all out of district placements PPTs • Coordination and scheduling of all 504 meetings • Specialized transportation • Coordination with out of district placements for contracts, calendars, ESY programming schedule, etc.. • Verification and tracking of invoices for tuition, services, and transportation • Monitor and record logs from Compuclaim portal to ensure accuracy and timely completion for district staff and out of district staff • Monitor and follow up with RMTS requirements with related service providers • Coordination with Compuclaim for new providers, entries, required data input • Provide Compuclaim training for new providers • Copying and organization of records requests, including DDS, transfers to new schools, and referrals • Gather and record out of district attendance • Answer phones and scheduling
State/Federal Reporting	<ul style="list-style-type: none"> • Supports data collection and tracking of information related to state special education reporting 	<ul style="list-style-type: none"> • Supports data collection and tracking of information related to state special education reporting and Medicaid