

P1233 COORDINATION OF SPECIAL AREA INSTRUCTION

BOARD POLICY:

It is the responsibility of the principal to assist the special area teachers, supervisors, and support personnel in scheduling and coordinating their services with those of the regular classroom teachers.

Administrative Implemental Procedures:

Special area teachers and support personnel include, but are not limited to, the following:

Nurse	Counselor	Social Worker
Reading Improvement	Vocal Music	Instrumental Music
Special Education Classroom Teacher	Physical Education	Speech Therapist
Special Education Resource Personnel	Library Media Specialist	School Psychologist

The principal will:

1. Arrange conferences with special area teachers and regular staff members to coordinate their services and establish cooperative working relationships.
2. Work cooperatively with principals of other buildings who share special area teachers and support personnel.
3. Provide opportunities for special area teachers to attend building meetings to become familiar with the policies and procedures of the school.
4. Provide the best possible facilities in the building for the special area teachers to work with pupils, parents, and members of the staff.
5. Invite the special teachers to participate in school-community activities.
6. Involve the special teachers in responsibilities and activities which foster their participation and recognition as a faculty member.
7. Become knowledgeable of the respective responsibilities of the Special Education Department and those of the principals since special education programs of all types operate under a dual system of supervision, operational procedures, and mandates.

Administrative Responsibility: Learning Services

Latest Revision Date: September 2006

Previous Revision Date: July 1994 P1233

Updated administratively for alignment purposes: November 2013