Staffing Procedure for Special Education In-Person Services

As outlined in the MOU between SEA and SPS, Special Education IEP teams will make determinations regarding in-person services. This document serves as general guidance for school leaders on how to approach in-person staffing, understanding that each school and situation is unique.

Process:

School leader should contact their Special Education Supervisor to support the in-person staffing process.

1) The school leaders will meet with the Special Education team in the service pathway for the individual student to determine a plan for in-person services.
2) The principal should let the SPED team know that anyone who is unable to provide on-site services should request remote accommodations using this link.
3) If the team supporting the student is unable to develop a plan for in-person services, the principal should expand the discussion to the larger SpEd team in the building across service pathways to determine if staff assignments can be shifted to accommodate in-person services with existing staff.
4) If the school teams are unable to determine a staffing plan with existing resources, contact your SpEd Supervisor, who will initiate a meeting with central office SpEd and HR staff to collaboratively problem solve the issue.
5) If the staffing cannot be solved by school teams by the time a student is scheduled to receive in-person services, HR will provide a substitute to provide the in-person instruction for up to, but no more than two weeks, while the staffing plan is finalized.

*If an employee is assigned to provide in-person services, and is unable due to reasons related to COVID-19 (see SEA/SPS MOU), the employee should use this form to request an accommodation from Human Resources. This will initiate an interactive process that works to identify alternatives for the staff member. Potential outcomes include (but are not limited to):

- The employee receives specialized PPE or other structural barriers (e.g., plexiglass shields separating the staff member and student) to reduce exposure
- The employee reports on site, but is in a separate classroom with an IA working 1:1 with the student
- The employee continues working remotely and an IA delivers the in-person instruction under the supervision of the case manager (cert)
- The employee continues working remotely and another certificated staff member delivers the instruction under the supervision of the case manager