

Special Education Program Self-Assessment & Quality Improvement Guide

MAJOR CONCERNS

QUESTION	STRATEGIC PLAN	IN PLAN NOW?	WHERE IN ACTION PLAN
GOVERNANCE			
1. District leadership support the principles and practices of integrating programs, services, and collaboration among staff.	X	Yes	1.1.5, 1.2.7, 1.3.8
5. New staff members and service providers are given appropriate orientation to program policies, procedures, and personnel.	X	Yes	4.0 – All, 1.4.6
9. The Intervention Assistance Team process is coordinated by general education staff.	X	Yes	1.1.2, 1.1.5, 1.2.7, 1.3.3
COMMUNICATION			
17. General education teachers understand the legal responsibilities to provide IEP accommodations for students.	X	Yes	1.1.4, 1.1.5, 1.2.7, 1.3.3, 1.3.4, 1.3.8
RECORD KEEPING – no major concerns			
FISCAL RESOURCES			
25. Fiscal resources are adequate to 1) maintain safe and well-equipped rooms.	X	Yes	1.1.5, 1.2.1, 1.2.2
29. Fiscal resources are adequate to 5) provide quality textbooks and materials.	X	Yes	3.0 All
31. OVERALL RATING IS MAJOR CONCERN.			
PERSONNEL			
33. IA's have the knowledge, skills, and experience needed to perform their assigned duties. Appropriate supervision & support are provided so they can function competently in their roles.	X	Yes	4.2.1 4.2.2
34. OVERALL RATING IS MAJOR CONCERN.			

QUESTION	STRATEGIC PLAN	IN PLAN NOW?	WHERE IN ACTION PLAN
PROFESSIONAL DEVELOPMENT			
35. Is explicitly connected to philosophy & goals of program.	X	Yes	4.2, 4.3, 4.5, 1.4 All
38. Is based on systematic, on-going assessment of staff needs.	X	Yes	4.2, 4.3, 4.5, 1.4 All
41. Is multi-phased, sequential, and on-going.	X	Yes	4.2, 4.3, 4.5, 1.4.10, 1.5.10
42. Includes job-embedded professional development in the actual instructional setting.	X	Yes	1.5 All, 4.2.3, 4.2.1
43. Provides opportunities for collaboration among staff to promote professional partnerships.	X	Yes	4.2.1, 4.3.1, 4.3.2, 4.6.4
46. OVERALL RATING IS MAJOR CONCERN.			
STAFF STRUCTURE			
49. Procedures and resources are in place to ensure availability of sufficient instructional assistants during absences.	X	Yes	3.3.1
50. OVERALL RATING IS MAJOR CONCERN.			
PARENT INVOLVEMENT			
52. A variety of opportunities exist for parents to become involved in both the program and their student's activities – parent workshops.	X	Yes	4.4 ALL
55. Available resources in the preferred language of parents.			
CURRICULUM			
58. The curriculum reflects the philosophy and mission of the program and is grounded on the most current research on child development and best practices in special education.	X	Yes	3.1.1 , 3.1.2, 3.2.1, 3.2.2
66. Staff members are aware of a wide-range of community agencies and providers serving students and families including ...A directory of agencies/ providers is established and maintained, with updates occurring as necessary.	X	Yes	4.4.3

QUESTION	STRATEGIC PLAN	IN PLAN NOW?	WHERE IN ACTION PLAN
67. Staff members are knowledgeable about the laws, policies, and recommended practices for the development, implementation and monitoring of IEP's.	X	Yes	2.0 ALL 4.5.1, 4.5.2, 4.5.3
INTEGRATION OF RELATED SERVICES – no major concern			
ASSESSMENT – no major concern			
ENVIORNMENT – no major concern			
MATERIALS			
86. Materials are of sufficient quantity, variety, and durability. They include manipulatives, open-ended, and authentic items.	X	Yes	3.1.1, 3.1.2, 3.2.1, 3.2.2
89. Quality textbooks and materials are available.	X	Yes	3.1.1, 3.1.2, 3.2.1, 3.2.2
90. OVERALL RATING IS MAJOR CONCERN.			

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CONCERNS

QUESTION	STRATEGIC PLAN	IN PLAN NOW?	WHERE IN ACTION PLAN
GOVERNANCE			
2. Site leadership supports the principles and practices of integrating programs, services, and collaboration among staff.	X	Yes	1.1.4, 1.1.5, 1.3.9, 1.3.10, 1.3.12
4. Program policies and procedures provide evidence of LRE when providing services to students.	X	Yes	1.1.2, 1.1.3, 1.1.4, 1.1.5, 1.3.9, 1.3.10, 1.3.12
6. Site admin ensures IEP requirements relating to grade level/master schedule development follow agreed upon procedures.	X	Yes	1.1.4, 1.1.5, 1.3 All
7. Site as an early intervention team procedure that occurs prior to referrals to IAT/SIEC procedure.	X	Yes	1.1.2, 1.1.3, 1.1.4, 1.1.5, 1.1.6, 1.2.7
8. Site has IAT/SIEC procedure that is implemented for referred students.	X	Yes	1.1.2, 1.1.3, 1.1.4, 1.1.5, 1.1.6, 1.2.7
10. Standardized procedures are in place for articulating smooth transitions by levels, services, providers, and programs.	X	Yes	1.2 All
11. OVERALL RATING IS A CONCERN.			
COMMUNICATION			
15. The communication system supports the ongoing exchange of information among staff. The district establishes a climate in which open and frequent staff communication is encouraged.	X	Yes	1.3.7
16. The site implements appropriate discipline procedures for special education students.	X	Yes	1.1 All
18. Methods are established for collaborations among general and special education teachers, related support providers, support staff, outside agencies, site and district admin – that allow for child movement toward LRE.	X	Yes	3.2.2, 4.2 All, 4.3 All
19. OVERALL RATING IS A CONCERN.			

QUESTION	STRATEGIC PLAN	IN PLAN NOW?	WHERE IN ACTION PLAN
RECORD KEEPING – no concerns.			
FISCAL RESOURCES			
26. Fiscal resources are adequate to 2) cover authorized expenses to support professional development.	X	Yes	4.0 All Areas
27. Fiscal resources are adequate to 3) maintain appropriate & current testing materials.	X	Yes	4.1.1
28. Fiscal resources are adequate to 4) cover mandated IEP publications.	X	Yes	1.2 All
30. In addition to district funds, you are provided a budget from your site.	X	Yes	1.2 All
PERSONNEL			
32. Position descriptions are developed for all staff members, clearly describing their qualifications, roles, and responsibilities.	X	Yes	1.7
PROFESSIONAL DEVELOPMENT			
37. Is guided by comprehensive, long-term plan for quality improvement.	X	Yes	1.4 All, 1.5 All, 4.0 All
39. Is based on continuous assessment of the competencies staff must demonstrate on the job.	X	Yes	1.1.6, 1.2.8, 4.0 All
40. Is informed by research-based and effective practices.	X	Yes	1.1.6, 1.2.8, 4.0 All
45. All staff members must participate in professional development including administrators, teachers, related support providers, and instructional assistants.	X	Yes	1.3.3 gen ed., 3.2, 4.2.1, 4.2.2, 4.2.3, 4.3, 4.5, 4.6
STAFF STRUCTURE			
47. Adult-student ratios are based on current research findings, professional recommendations, and state requirements consistent with each child's IEP.	X	Yes	1.2, 1.3.5
48. Adult-student ratios are sufficient to ensure adequate individualized instruction to meet IEP goals.	X	Yes	1.2, 1.3.1, 1.3.5
PARENT INVOLVEMENT			
57. OVERALL RATING IS A CONCERN.			

QUESTION	STRATEGIC PLAN	IN PLAN NOW?	WHERE IN ACTION PLAN
CURRICULUM			
60. The curriculum and instruction are aligned and support the CA standards.	X	Yes	4.6 All Areas
64. If on IEP, adaptive equipment, assistive technology, and communication devices are available and used for students to benefit from instruction.	X	Yes	1.2.1, 1.2.2
68. OVERALL RATING IS A CONCERN.			
INTEGRATION OF RELATED SERVICES – no major concern			
ASSESSMENT			
74. A core battery of formal standardized tests and informal diagnostic assessments are available for all special education staff.	X	Yes	4.1.1
75. Assessments are on-going and regularly monitor instruction.	X	Yes	1.5, 4.1.2
76. A variety of informal and formal assessment instruments/procedures are used in instructional decisions and differentiated instruction based on data.	X	Yes	3.1, 3.2, 4.1.1, 4.1.2
78. OVERALL RATING IS A CONCERN.			
ENVIORNMENT			
79. The environment is safe, clean , attractive, and comfortable for students and ensures their personal health and safety.	X	Yes	1.1, 1.2, 1.3, 1.4 All, 1.1.5, 1.2.4
80. Modifications are made to the physical environment as needed so that each student can participate to the fullest.	X	Yes	1.1, 1.2, 1.3, 1.4 All, 1.1.5
81. A variety of opportunities exist for students with disabilities to interact with typically developing peers.	X	Yes	1.1, 1.2, 1.3, 1.4 All, 1.1.5
82. The space that is provided for meetings students' curriculum needs is adequately equipped.	X	Yes	1.1, 1.2, 1.3, 1.4 All, 1.1.5, 1.2.4
83. Storage is adequate for DIS providers.	X	Yes	1.1, 1.2, 1.3, 1.4 All, 1.1.5
84. Site emergency plan includes well communicated procedures for all special education students.	X	Yes	1.1, 1.2, 1.3, 1.4 All, 1.1.5
85. OVERALL RATING IS A CONCERN.			

QUESTION	STRATEGIC PLAN	IN PLAN NOW?	WHERE IN ACTION PLAN
MATERIALS			
87. Materials are matched to the developmental and functional needs and learning styles of students.	X	Yes	3.1, 3.2
88. Materials and equipment are adaptive when necessary so that all students can participate in learning activities.	X	Yes	3.1, 3.2

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NOT CONCERN / JUST AVERAGE

QUESTION	STRATEGIC PLAN	IN PLAN NOW?	WHERE IN ACTION PLAN
GOVERNANCE			
3. Program policies and procedures are consistent with the intent and requirements of state and federal laws & regulations and govern all areas of the program.	X	Yes	1.1, 1.5
COMMUNICATION – no not concern / just average			
RECORD KEEPING			
20. Progress to IEP goals is updated every recording period and is shared with families.	X	Yes	1.5, 4.5
21. Given technology compatibility, you are using Encore for all IEP's.	X	Yes	1.5
23. Behavior plans are developed for individual students according to district guidelines and are communicated to all staff that may need to implement them.	X	Yes	1.5, 4.5
24. OVERALL RATING.			
FISCAL RESOURCES – no not concern / just average			
PERSONNEL – no not concern / just average			
PROFESSIONAL DEVELOPMENT			
36. Is aligned with the California Content Standards.	X	Yes	4.6 All Areas
STAFF STRUCTURE – no not concern / just average			
PARENT INVOLVEMENT – no not concern / just average			
CURRICULUM			
59. The curriculum follows a normal developmental sequence, with adaptations to accommodate varied ability and functioning levels.	X	Yes	3.1.1, 3.1.2, 3.2, 4.1, 4.2
INTEGRATION OF RELATED SERVICES – no not concern / just avg.			
ASSESSMENT – no not concern / just average			
ENVIORNMENT - no not concern / just average			
MATERIALS – no not concern / just average			