

DSEPS Job Duties and Calendar

Monthly On-Going Tasks

- ☐ Attend DPI Leadership Academy Monthly Meetings
- ☐ Staff evaluations for the month
- ☐ Check on budget statuses
- ☐ Attend bi-monthly administration meeting

June

- ☐ Prepare and send the Annual Notification of Seclusion and Restraint to the school board
- ☐ Send seclusion and restraint to Wisconsin Disability Rights
- ☐ Sign and Submit IDEA and ESEA authorization forms
- ☐ Review any IDEA changes/updates and plan to share with staff at back to school meeting
- ☐ Update Spec Ed/Pupil Service staff chart- share with admin, office staff, & tech support

July

- ☐ Finalize staffing and PD plans
- ☐ Submit PI-1505 SE and MOE reports
- ☐ Medicaid eligibility checks
- ☐ Submit IDEA Part B assurances (by July 1)
- ☐ Update transportation route and share with drivers / case managers

August

- ☐ Inservice prep and delivery
 - ☐ Welcome letters to staff and families
 - ☐ Send transportation letter to parents with pick up and drop off times
 - ☐ Child Find / homelessness notices in packets
 - ☐ Ensure completion of ESY and staff trainings.
 - ☐ Update FBA / BIP chart
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September

- ☐ Inform staff who are on formal evaluation cycle
- ☐ IDEA budget claims and MOE compliance check
- ☐ Update staff schedules and caseloads - gather schedules
- ☐ Homeless report due
- ☐ Send out evaluation tools to paraprofessional
- ☐ Set all pupil service meeting dates, send calendar invites, and book conference room
- ☐ Provide DAC a list of students grades 3-8 and 10 that take DLM instead of Forward
- ☐ Remind ECC staff to complete the Child Outcome Survey for children turning 6
- ☐ Send message for district newsletter regarding preschool screening
- ☐ Preschool screening information and determine dates for screening
- ☐ Pupil Nondiscrimination Self-Evaluation notice from DPI

October

- ☐ October 1 Child Count - review ed environment
- ☐ Submit Q1 IDEA claim
- ☐ Begin Procedural Compliance Self-Assessment
- ☐ Start Staff evaluations and SLO/PPG meetings - set up on calendar
- ☐ Certify Staff Pool List and update DLM

November

- ☐ Submit PI-1504 Budget
- ☐ Submit ACT accommodations
- ☐ Finalize Q1 observations
- ☐ Pupil nondiscrimination report due

December

- ☐ Check timeline for preschool screening
- ☐ Validate compliance self-assessment
- ☐ Prepare for January Count - open enrollment cap and prepare for board
- ☐ Holiday cards and staff social

January

- ☐ Submit Q2 IDEA claim
- ☐ Mid-year SLO / PPG reviews
- ☐ Finalize open enrollment and staffing projections - present to board
- ☐ Inform staff of current year's budget and determine needs for next year
- ☐ Send out budget requests for next year
- ☐ Conduct observations of paras and send them an email with self reflection form

February

- ☐ Submit Parent Involvement Survey
- ☐ Para and staff observations
- ☐ Review IEP / 504 compliance for transitions
- ☐ Attend Federal Funding Conference
- ☐ Review all midyear SLOs and provide feedback.
- ☐ Get list of proctors ready for testing accommodations and share with District DAC
- ☐ Develop technology request list for tech support
- ☐ Update charts for Pupil Non-Discrimination and Civil Rights Student Participation.

March

- ☐ Forward Exam and DLM begin
- ☐ ESY memos and hiring plan
- ☐ Submit budget to business office
- ☐ CESA contract reviews

April

- ☐ Draft IDEA grant
- ☐ Finalize formal staff evaluations
- ☐ Begin 4K-5K transitions
- ☐ Confirm next year's transportation

May

- ☐ Private school consultation
- ☐ Finalize caseloads and ML charts
- ☐ Plan CPI / YMHFA summer PD - training for staff in need of initial or refresher
- ☐ Send Notices of Services ending
- ☐ Email tech support to find out when onboarding meeting is for new staff
- ☐ Determine paraprofessional placements and responsibilities to inform the paras and staff
- ☐ Complete process to fill any job vacancies
- ☐ Complete the Seclusion and Restraint Report for the board
- ☐ View all SLOs and PPGs for final comments
- ☐ Check all Birth to 3 student info and that it is added to the PPS system

Close out year

- ☐ Medicaid billing and IDEA year-end submissions
 - ☐ Graduation verification and record retention
 - ☐ Submit parent surveys and IEP closure
 - ☐ Host end of year social
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