

COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT

A LEA shall have information filed with the Kentucky Department of Education to demonstrate that all personnel necessary to carry out the requirements in 707 KAR Chapter 1 are appropriately and adequately prepared. As part of the information, the LEA shall take steps to provide that all personnel who work with children with disabilities have the skills and knowledge necessary based on certification regulations contained in 704 KAR Chapter 20 to meet the needs of the children.

707 KAR 1:330 Section 1
34 CFR 300.382

Adequate Supply of Qualified Personnel

The LEA shall recruit and retain qualified personnel, including personnel with disabilities and personnel from groups that are underrepresented in the fields of regular education, special education, and related services.

707 KAR 1:330 Section 1 (4)
34 CFR 300.382 (h)

Qualified Personnel

The Owen County School District employs or contracts with qualified personnel to provide specially designed instruction and related services, and ensures that all personnel necessary to implement the requirements of Part B of IDEA are appropriately and adequately prepared.

Owen County School District's policies and procedures for selection and employment of personnel are consistent with the State's requirements for certification, licensing, and registration which apply to any area in which an individual is providing specially designed instruction and related services.

Emergency and Probationary Certified Personnel

The Owen County School District makes sure that personnel assigned as teachers of children who have disabilities, who are not certified in the area for which they are providing services, have emergency, probationary, or one-year provisional certification in that area.

If the superintendent does not renew the [limited] contract he shall present written notice to the teacher that the contract will not be renewed no later than April 30 of the school year during which the contract is in effect. Upon receipt of a request by the teacher, the superintendent shall provide a written statement containing the specific, detailed, and complete statement of grounds upon which the nonrenewal of contract is based.

KRS 161.750

By the end of April, the Personnel Director notifies all emergency certified personnel (less than nine hours of special education coursework) and probationary certified personnel (nine or more hours of special education coursework, but not fully certified) of the requirements necessary for certification

renewal. For any such personnel employed after April, the Personnel Director informs them of the requirements necessary for certification renewal.

Emergency Certified Teachers

If a special education teacher possesses an emergency certificate, (less than nine [9] hours of special education coursework), each year the individual must:

1. complete twelve (12) clock hours of professional development;
2. obtain six (6) hours of professional development offered through the Special Education Cooperative or through the fall DECS annual conference or the spring CEC annual conference;
3. obtain six (6) hours of college or university coursework; and
4. obtain one day of flexible in-service.

First Year Probationary Certified Teachers

A Owen County School District special education teacher who has a probationary certificate (nine [9] or more hours in special education coursework, but is not fully certified in special education) must complete the following the first year the certificate is issued:

1. twelve (12) clock hours of professional development;
2. six (6) hours of professional development offered through the Special Education Cooperative or through the fall DECS annual conference or the spring CEC annual conference; and
3. six (6) hours of university coursework.

Second Year Probationary Certified Teachers

The second year probationary special education teachers must complete six (6) hours of university coursework each year for renewal until completion. This is the only additional requirement.

Filling Vacancies During the School Year

If qualified personnel vacate a position during the school year, the Owen County School District fills the position with another qualified individual. Upon notification that a special education or related services position is being, or will be, vacated, the DoSE, or other administrative personnel, follow Owen County School District policies and procedures for selection and employment of personnel for filling the position.

Recruitment and Retention

The LEA shall recruit and retain qualified personnel, including personnel with disabilities and personnel from groups that are underrepresented in the fields of regular education, special education, and related services.

707 KAR 1:330 Section 1 (4)

Owen County School District takes steps to recruit and retain new or additional personnel, including minorities and persons with disabilities, by actively seeking to employ and retain qualified personnel to provide services for children with disabilities (according to KRS 161.165 and KRS 161.167).

The Personnel Director uses collected data to update and implement a plan that addresses recruitment, retention, continuing education, adoption, and dissemination. This plan may specify, for example:

1. priority areas to be addressed;
2. target populations;
3. objectives;
4. activities;
5. timelines;
6. qualified implementers; and
7. procedures to evaluate achievement of objectives.

The Personnel Director shares the plan with and seeks input on the plan from the Owen County School District Superintendent; and school councils.

If additional special education and related services staff are needed, then the DoSE notifies the Owen County School District Superintendent of the description of the number and type(s) of personnel needed for the following year. The DoSE follows Owen County School District policies and procedures for selection and employment of personnel, and for recruitment and employment of minorities.

Personnel Employed

Each December, the DoSE counts the number of personnel employed by Owen County School District who provide specially designed instruction and related services. Certificates, license, and/or registration of personnel providing special education and related services are on file in the office of the Director of Personnel.

The DoSE includes personnel who provide contractual services included in the Child Count. General education teachers who provide special education instruction to implement IEP, are not included in this count.

Professional Development

The LEA shall:

- (1) provide general and special education personnel with the content knowledge and collaborative skills to continue to meet the needs of children with disabilities;
- (2) enhance the ability of teachers and others to use strategies, including behavioral interventions, to address the conduct of children with disabilities that impedes the learning of children with disabilities and others.

707 KAR 1:330 Section 1 (1-2)

The Owen County School District makes sure that all personnel needed to implement Part B of the Individuals with Disabilities Education Act (IDEA) are appropriately and adequately prepared including:

1. continuing the education opportunities for regular, special education, and related services personnel involved in the identification, evaluation, and education of children with disabilities;
2. providing general and special education personnel with the content knowledge and collaborative skills to continue to meet the needs of children with disabilities; and
3. notifying the special education and related services personnel and general education teachers of training and conference dates and other pertinent information related to continuing education opportunities.

Additionally, beginning special education teachers serve a one-year internship with supervision, assistance, and assessment in accordance with KRS 161.030.

Professional Development Plans

The LEA shall ensure that the information is integrated, to the maximum extent possible, with other professional development plans and activities developed and carried out by the LEA.

707 KAR 1:330 Section 1 (5)

34 CFR 300.382 (i)

Professional development needs are met through Owen County School District activities, State initiated activities, Cooperative regional activities, Institutions of Higher Education programs, and other sources.

Owen County School District conducts a needs assessment through the Comprehensive Improvement Plan to gather information to identify professional development topics. The survey results and information from personnel evaluations; monitoring reports; and any corrective plans are used to determine the number and types of personnel who need specific topics for professional development.

Owen County School District staff gather information from the needs assessment survey as well as other data to prepare the professional development plan. The plan is coordinated with other Owen County School District plans for personnel development.

Owen County School District considers local-based training resources and regional programs and resources (e.g., Owen County School District personnel, college, or university personnel, Owen County School District or State funds, school district consortia funds and personnel, special education cooperative

funds and personnel, Early Childhood Regional Training Center funds and personnel) to address the identified professional development needs. The DoSE reports the needs that are not met through Owen County School District or regional delivery systems as unmet needs to KDE according to instructions in the Annual Data Report.

The DoSE reviews information from DECS about continuing education, traineeship programs, and the application process for such programs. The DoSE disseminates information regarding the traineeships and other such programs, conference dates, and other pertinent information related to continuing education opportunities to each school. Each building principal posts the information for staff to review.

Special education and related services personnel follow Owen County School District policies and procedures to request approval for attending a professional meeting or conference.

Joint Training of Parents and Special Education, Related Services and General Education Personnel

The LEA shall provide for the joint training of parents and special education, related services, and general education personnel.

707 KAR 1:330 Section 1 (6)
34 CFR 300.382 (j)

Parents of children with disabilities have the opportunity to serve on the school council where their child is enrolled, and provide input into training needs and issues for their child's school. Parents may receive notification through their respective schools regarding professional development activities available to all staff and parents.

Dissemination of Significant Information/Promising Practices

The LEA shall acquire and disseminate to teachers, administrators, school board members, and related services personnel, significant knowledge derived from educational research and other sources, and how the LEA will, if appropriate, adopt promising practices, materials, and technology.

707 KAR 1:330 Section 1 (3)
34 CFR 300.382 (g)

Owen County School District:

1. acquires information about research findings, demonstration projects, and products and programs proven successful in educating children with disabilities;
 2. acquires and disseminates significant information derived from educational research, demonstrations, and similar projects to teachers and administrators involved in the education of children with disabilities;
- and

3. adopts, where appropriate, promising educational practices, materials, and technology developed through such projects.

Owen County School District requests and reviews literature and materials from diverse state and national sources. Information includes:

1. research findings;
2. demonstration projects; and
3. products and practices proven successful in educating child with disabilities.

The DoSE disseminates information about changes in special education practices, programs, materials, or technology proven effective, ineffective, or even harmful for child with disabilities through research or demonstration to:

1. teachers;
2. leadership personnel; and
3. related services personnel.

Adoption of Promising Practices

Owen County School District adopts new programs, practices, materials, or technology, as necessary, according to the appropriateness for use in Owen County School District. The DoSE accesses KDE staff who work with the National Diffusion Network to assist in the validation of promising programs and practices developed in Owen County School District.

Programs, products, and practices currently in use in the Owen County School District are assessed prior to the adoption and installation of new programs or practices. The DoSE asks special education and related services personnel to evaluate the effectiveness of programs and practices they currently use. The programs, materials, technology, and practices are evaluated in terms of:

1. Does a review of child progress indicate anticipated progress?
2. Do staff feel adequately prepared and trained to use the program and/or practice?
3. Does the product or program meet the intended need(s) identified by the Owen County School District or the school council?
4. Do staff find the program or practice efficient and cost effective?

The DoSE maintains a file of materials and references to assist with the adoption or adaptation of promising practices, materials, and programs. As additional personnel and resources become available, the DoSE updates the list.