

# Ventura County Special Education Local Plan Area

- SELPA -

## GUIDELINES & PROCEDURES FOR THE LOCAL PLAN FOR SPECIAL EDUCATION



SECTION 8

## PROGRAM AND PERSONNEL DEVELOPMENT AND REVIEW

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This is one section of an eleven-part document. Visit our website below or call the SELPA to request copies of other sections. **Highlighted sections are Local Plan Policy.**

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## **I. Introduction**

The Ventura County Special Education Local Plan Area, in cooperation with 21 school districts and the Ventura County Superintendent of Schools Office, will provide opportunities for all personnel who work with special education students to participate in ongoing inservice training programs. The programs are revised on an annual basis to reflect the current issues, trends and specific topics for training focus.

## **II. Personnel Standards**

It is the policy of the Ventura County SELPA to make an ongoing, good faith effort to recruit appropriately and adequately trained personnel, as defined by state standards, to provide special education and related services to children with disabilities. Where there is a shortage of such personnel, the most qualified individuals available who are making satisfactory progress toward completing applicable coursework necessary to meet state standards shall be assigned.

The SELPA assists districts in maintaining an adequate supply of qualified personnel by the following means:

- A. Maintenance of a list of available jobs in special education for distribution to prospective job-seekers.
- B. Collaboration with local colleges and universities to articulate local needs.
- C. Provision of a process for certification of resource specialists.
- D. Collaboration with local colleges and universities on internship and other incentive programs.
- E. Support and participation in local teacher career fairs.
- F. Development of a Ventura County SELPA recruitment brochure for special education staff.

## **III. Program and Personnel Development**

Program Specialists and Staff Developers from each district in the SELPA meet on a monthly basis in the Program and Personnel Development Committee to consider personnel development needs on the individual site, district, region and SELPA levels. The Personnel Development calendar is created by this group. **(Appendix 6-A)**

Personnel development offerings, coordinated by the SELPA, will be available on either a district or SELPA wide level. Those offered on a SELPA wide basis will be topics which have been determined via needs assessment to be of widespread need throughout the SELPA. These personnel development events will be available to all SELPA personnel including parents, special education, general education, related services and agency personnel.

The Community Advisory Committee is represented on the Program and Personnel Development Committee in order to articulate staff development needs of parents and community members. Additional staff development offerings on a SELPA wide basis are those offered for specific groups of staff, such as Speech and Language Specialists, Hearing Impaired Specialists, and Adapted Physical Education Specialists.



Certain Personnel Development activities are available to districts to reserve from the SELPA. These events will be coordinated by the District and generally offered to staff, parents, and related agency personnel within that District. Districts may coordinate Personnel Development Programs with others in the region to avoid duplication of expenses and events.

See **(Appendix 6-B)** for visual display of the Management System for Annual Personnel Development. It demonstrates processes for:

- Needs Assessment
- Design
- Implementation
- Coordination
- Evaluation

#### **IV. Parent Education**

The majority of education for parents of special education students is coordinated by the CAC through the Parent Education Committee. CAC representatives give input to the Parent Education Committee regarding topics and issues of interest to their constituency. The CAC Parent Education committee develops activities based on this input. The CAC gives final approval for these activities. See “Parent Involvement” section of this Local Plan. Additional events for parents are developed by various committees of the PPD. Many of these are in collaboration with local community agencies.

#### **V. Curriculum Council**

The SELPA Assistant Director attends the Ventura County Superintendent of Schools' Curriculum Council on a monthly basis to facilitate the flow of staff development information between special and general education professionals. Program Specialists and other Staff Developers interact with local District Curriculum Departments in coordinating staff development.

The SELPA Assistant Director participates in the Region 8 Curriculum Council on a rotating basis with other members of CSPDAC Region 8 (see below).

#### **VI. Evaluation**

The SELPA requires all organizers and presenters of staff development offerings which are sponsored by SELPA to collect evaluative data. Conference and inservice attendees are asked to evaluate presentation effectiveness using the Staff Development Evaluation Form. **(Appendix 6-C)** SELPA staff considers information gained in order to evaluate Personnel Development offerings.

#### **VII. Comprehensive System of Personnel Development (CSPDAC)**

The SELPA Assistant Director attends all CSPDAC Region 8 Coordinating Council Meetings. The Council plans personnel development activities for the six local SELPAs in the Region. Through collaboration in Region 8, the Ventura County SELPA



participates in the state comprehensive system of personnel development as established in the State Improvement Plan. The SELPA supports Training and Technical Assistance efforts in key areas identified in the State Improvement Plan.

## VIII. Advanced Certification Programs

### A. Resource Specialist

The Ventura County SELPA assists personnel to obtain a Resource Specialist Certificate of Competence via an Assessor Panel Process. The SELPA is certified by the Commission on Teacher Credentialing (CTC) of the State of California to recommend staff for the certificate. **(Appendix 6-D “Candidate/Sponsor Manual for Resource Certificate of Competence”)**

### B. Autism Certification

The Ventura County SELPA offers a method for staff (both professionals and paraprofessionals) to acquire certification of training in the field of autism. There are seven areas related to serving students with autism in which staff can be certified, as well as an overall certificate for completing all the modules. The SELPA Autism Certification Team (ACT) meets quarterly to review and verify documentation of training experiences submitted by staff. **(Appendix 6-E)** There is also a program for paraprofessionals. **(Appendix 6-F)**

### C. NCPI

The SELPA offers monthly trainings in this method of behavior intervention. It is the only SELPA-approved method of managing Behavioral Emergencies as per California Code of Regulations Title V Sections 3001 & 3052. The SELPA maintains and supports a cadre of trainers who are trained and certified by the parent company, Nonviolent Crisis Institute. These trainers train others and issue a certificate when competencies are met. The program requires all staff to attend a “refresher” course every 12 months in order to maintain current certification (see section 6 – “Behavior Interfering with Learning”).

### D. Behavior Intervention Case Manager (BICM)

Also referred to in Section 6, “Behavior Interfering with Learning”, the SELPA offers an intensive course for credentialed staff who wish to be certified as Behavior Intervention Case Managers (BICMs). Participants must meet rigorous performance standards in order to be certified.

### E. Assistive Technology Leadership Certification

The SELPA offers a five-day course for credentialed staff to become Leaders in Assistive Technology. This course covers legal and assessment issues as well as resources and service delivery. Participants must complete a project in order to be certified. **(Appendix 6-G)**

## IX. Program Review



A variety of activities and processes are in place to provide for ongoing review of special education programs.

- A. Coordinated Compliance Review (CCR) – The SELPA provides leadership in required CCR activities, including facilitation of information, forms, and requirements. The SELPA staff will provide support as needed to districts conducting their own CCR self-review.
  
- B. Ongoing Program Review – The Program and Personnel Development (PPD) Committee participates in ongoing discussions about program effectiveness. If additional training or resources are needed to improve program quality, they will be developed and provided. The PPD will undertake research and development of new program and/or curricular trends and set a vision for that trend. New curriculum will be developed as appropriate.