

G-CASE

Special Education

Administrator Development

Academy



**Now a GAEL
Micro-Credentialed
Course!**

Participant and School System Information Packet

To ensure Georgia school districts are equipped with highly trained teachers who are prepared to assume leadership roles in special education administration, as appropriate.



Information

Georgia Council of Administrators of Special Education (G-CASE) Special Education Administrator Development Academy (Special Education ADA)

Participants in the **Special Education Administrator Development Academy** are skilled special education educators who aspire to move into an administrative position within the field of special education.

Professional Learning for the Academy will take place from **June, 2024 to March, 2025** and will involve 55 clock hours of onsite training, over the course of ten days spread out over the school year (with two of the ten days in the summer):

Tentative: June 26 and 27, 2024	Kick-off in centrally-located Houston County with two full days of Professional Learning
Tentative: September 19, 2024	One day of Professional Learning in Houston County
November 13-15, 2024	Attendance at <i>G-CASE Fall Conference</i> in Savannah with additional Professional Learning taking place during concurrent sessions.
Tentative: January 16, 2025	1 full day of Professional Learning in Houston County
March 3-5 2025	Attendance at <i>G-CASE Special Education Legal Forum</i> in Athens with additional Professional Learning taking place during concurrent sessions.

ACADEMY HOURS: Session 1 (9:00-10:30); Break (10:30-10:45); Session 2 (10:45-12:15); Lunch (12:15-12:45); Session 3 (12:45-2:15); Break (2:15-2:30); Session 4 (2:30-4:00)

Curriculum Standards: Leadership and Administration for Special Education

Curriculum standards will be specific to leadership and administration for special education and will include:

-Vision, Mission, & Direction Setting

Evaluation of Program Effectiveness and Strategic Planning

-Policy Implementation, Legal & Ethical Practice of Special Education Programs and Services

Eligibility, Continuation of Services, Discipline of Students with Disabilities, General Supervision

-Organizational Leadership & Management for Special Education

Accountability Systems, Data-Based Decision-Making

-Program Oversight, Improvement, & Instructional Leadership for Special Education

Specialized Instruction, Access to General Education Curriculum, High-Quality Professional Learning Programs, the Perfect IEP, IEP Meetings

-Human and Fiscal Resource Management for Special Education Programs & Services

Teacher Evaluation, FTE, Budget, Certification, Hiring and Retention

-Collaboration & Communication with Special Education Stakeholders

Communication for Leading, Collaboration at the System Level, Shared Decision-Making, Stakeholder Engagement

-Equity & Cultural Responsiveness

Inclusive Practices, Advocacy for Special Education, Professional Organizations

Cost

The **cost** for this one-year program is **\$1650.00**, which includes all tuition/instructor fees, books, materials, and supplies; all meals/snacks while attending on-site instruction (10 meals); get-acquainted social, membership into the Georgia Association of Educational Leaders (GAEL), the National and the Georgia Council of Administrators of Special Education and the National Council of Exceptional Children; registration fees for the Fall G-CASE Conference and the Spring G-CASE Legal Forum; “Graduation” expenses, and administrative costs. The school system will also agree to pay a per diem to the attending teacher (hotels, mileage, parking, meals not covered by the Academy), as well as the cost of a substitute teacher, if appropriate, for eight (8) school days spread out over the year, ending before statewide testing begins.

Systems will be invoiced for **payment**, which will need to be paid in full by **December 31, 2024**.

A **scholarship fund** has been established. Small scholarships will be awarded based on an application process, especially for self-paying individuals.



For more information please contact:

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Special Education Administrator Development Academy

Cost Breakdown

The **cost** for this one-year program is \$1,650.00, which includes all tuition/instructor fees, books, materials, and supplies; all meals/snacks while attending on-site instruction (10 meals); facility fees, get-acquainted social/activities, membership into the *Georgia Association of Educational Leaders (GAEL)*, the *National and the Georgia Council of Administrators of Special Education* and the *National Council of Exceptional Children*; registration fees for the Fall G-CASE Conference and the Spring G-CASE Legal Forum; and administrative expenses. The school system will also agree to pay a per diem to the attending teacher (hotels, mileage, parking, meals not covered by the Academy), as well as the cost of a substitute teacher, if appropriate, for eight school days.

\$1,650 Tuition Fee Includes:	System Responsibilities:
<p>Cost of state/nationally-known instructors</p> <p>Cost of materials, books, supplies, refreshment breaks, etc.</p> <p>Lunch for 4 days Professional Learning in Houston County</p> <p>Social Activities</p> <p>-One-Year Membership to GAEL</p> <p>One-Year Membership to G-CASE</p> <p>One-Year Membership to CEC</p> <p>One-Year Membership to CASE</p> <p>G-CASE Fall Conference Registration with catered conference meals and refreshments</p> <p>G-CASE Spring Legal Forum Registration with catered conference meals and refreshments</p> <p>“Graduation” Expenses (GAEL Micro-credentialing Badge, certificate, etc.)</p> <p>Administrative Expenses</p>	<p><u>Mileage and per diem</u> (for meals not covered; hotels, when needed; hotel parking):</p> <p>Professional Learning Days 4 days spaced throughout year in Houston County System will need to pay for mileage, hotel, if needed, and meals. (Lunch and snacks provided by Academy for all sessions)</p> <p>Fall Conference: 3 days in Savannah System will need to pay for mileage,; hotel/parking, if needed; and meals outside of those provided by the conference</p> <p>Spring Legal Forum: 3 days in Athens System will need to pay for mileage,; hotel/parking, if needed; and meals outside of those provided by the conference</p> <p>Substitute teachers for 8 school days, if appropriate</p>