

General Administration

Staff Supervision

In all cases, SASED personnel shall be directly supervised by the SASED Administrators, Supervisors and, when appropriate, certified staff members. SASED personnel may also be directly supervised by member district Administrators and Supervisors when appropriate. SASED and its administrative staff shall be responsible for the supervision of the general functions of the program or service on a day-to-day basis.

SASED is responsible for providing technical assistance and consultation to employees and administrators regarding special education programs and services. Such assistance and consultation may include, but is not limited to, the following activities:

1. **Classroom visitations** - classroom visitations may be initiated by either the classroom teacher or by the designated SASED supervisor. Other administrative staff of either SASED or a member district may request a classroom visitation by the designated supervisor.
2. **In-service** - supervisors shall plan and conduct appropriate in-service activities.
3. **Consultation** - consultations regarding students, curriculum, instruction, etc., may be initiated by either the staff member or designated supervisor. Other administrative staff of either SASED or a member district may request a consultation between a staff member and his or her designated supervisor.
4. **Records and reports** - Appropriate records and reports may be requested by the designated supervisor.

ADOPTED: October 28, 2009

REVIEWED: January 25, 2017