

Middle School & Secondary Special Education Officer's Report

February 7, 2019

Due to the severe shortage of Special Education Teachers caseloads are expected to exceed the FTE guidelines. In order for relief, whether it is a grievance or compensation, all work completed must be documented. Ms. Stauffer and I strongly suggest that you begin this process ASAP.

Please remember to have a lesson plan every day and two skeleton plans available. Don't have a substitute or coverage come in to find no work for the class to do. Also, have an emergency lesson plan with worksheets with your team or secretary of the building.

Report all problems to your building representatives, so that they can forward them to me in a timely fashion, if they can't be handled in your building. If there is any reason you feel uncomfortable talking to your assigned rep, please feel free to contact me at: 610-914-9949 or karlcruchjr@gmail.com.

Section 30's- Remember, keep track of your coverages, if and when you are paid for them.

Respectfully submitted,

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Middle School Officer/Special Education- Secondary