

GENERAL ADMINISTRATION

3:62 Staff Supervision

In all cases, personnel shall be supervised by the Program Coordinators, Principals, and the Assistant Directors. The employing organization 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 and is/are recognized as the line supervisor(s). The P.A.E.C. directly supervises its employees. Member school districts directly supervise their own employees.

The P.A.E.C. Cooperative is responsible for providing technical assistance and consultation to teachers, administrators, and line supervisors 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 P.A.E.C. supervisor. Other administrative staff of either the Cooperative or a Member District may request a classroom visitation by the designated supervisor.
2. Inservice - 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 the Cooperative or a Member District may request a consultation between a service provider and his or her designated supervisor.
4. Records and reports - Appropriate records and reports may be requested by the designated supervisor.

ADOPTED:October 11, 2011

Proviso Area for Exceptional Children (P.A.E.C.)
