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A Practical Guide for Special Education Professionals

Lisa R. Churchill, Rita Mulholland, Michelle R. Cepello

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A Practical Guide for Special Education Professionals is a resource guidebook, the purpose of which is to provide practical information and suggestions to help the special education teacher survive and eventually succeed in the school and classroom setting. This book is written to be used as a quick reference. Thus, the chapters are presented in a brief, user-friendly format. The guidebook's content presents an overview of the major elements in special education: The Individualized Education Program (IEP), Classroom and Individual Behavior Management, Assessment for Instruction, Supervision of Paraprofessionals, Instructional Planning and Strategies, Collaborative Consultation, Home-School Partnerships, and Stress Reduction Strategies and Time Management Techniques. Each chapter prepares the teacher to work effectively in special education by supplying strategies and practical tips for working directly with pupils and other adults in the educational setting.

Features:

- Guidebook's content presents an overview or "big picture" of the major elements in the field of special education. Selected topics are essential for teacher survival and readily applicable to the classroom setting.
  - Gives a quick, user friendly reference and overview for teaching students with special needs as well as for working successfully with adults.
- One chapter does not rely on information contained in a previous chapter.
  - Allows teachers to access chapter materials in on an individualized as- needed-basis. Beginning special education teachers "need it all" and the sooner the better. The organization of the book permits teachers to quickly reference chapter contents and obtain practical information and resources to assist their daily activities.
- Teaching Tips, Forms, Charts, and Tables that summarize and underscore information for the reader.
  - Enables teachers to easily find solutions to the problems encountered in their work, including working with students, parents, other teachers, administrators, paraprofessionals.
- The authors consider the IEP the "heart of special education." The chapter on IEP Legal and Pragmatic Issues provides up to date information and practical suggestions and forms to guide the special education teacher to successfully participate in this process and complete the required paperwork. This chapter takes the teacher step by step through the IEP meeting process and assists in understanding Present Levels of Performance (PLEP) , Response to Intervention RtI), and Writing, Monitoring, and Reporting IEP Goals.
  - Gives clear, concise information on the IEP process and document and "demystifies" the IEP. Provides professors with useful tools for instruction on the IEP.
- Two features that emphasize reflection are "Take A Moment" and "Explorations." Both provide focused questions and structured activities to promote self-reflection and application of the chapters' content.
  - Provides teachers with an understanding of their roles and responsibilities as a special educator by reflecting on content through focused questions and applicable activities.
- Chapter on stress reduction strategies and time management techniques addresses the "overwhelmed" feeling that most special educators experience as they enter the profession.
  - Provides tips and strategies for improving multitasking skills.
  - Technology tools and resources are featured in the book. Assisted Technology, Universal Design, Grading Websites, and Web Site Resources are described.

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