

## Missouri Department of Elementary and Secondary Education

### REPORTING OF SPECIAL EDUCATION TEACHING ASSIGNMENTS

Purpose: To assist districts with reporting accurate course assignment data for special education teachers. This document supplements Exhibit 16 in the Core Data manual which contains the definitions and instructions for reporting. It is for guidance and may not cover all possible situations.

Notes:

1. Special education teaching assignment codes all begin with "19." Special education teachers co-teaching with a general education teacher should use 195000 or 195010, NOT the general education course code.
2. Delivery Systems:
  - CO - Co-teaching
  - IG - Individual/Small Group (resource instruction)
  - SC - Self-contained (educator is teacher of record)
  - LI - Low Incidence Self-Contained
3. The teacher of record (teacher giving the grade) is assumed to be the special education teacher for delivery systems of SC and LI
4. Classes with a combination of delivery systems (i.e. self-contained (SC) and resource (IG)) or a combination of students (i.e. students assessed against alternate achievement standards and students assessed with regular assessments) should be reported as two assignments, but the Combined Class indicator can be used to indicate that the assignments are happening at the same time.
5. State Certification Requirements are indicated in the table. In order to be appropriately certificated, the certification grade span and the grade level of the assignment must align. "Any Special Education Certificate" does not include Student Services certificates.
6. The Elementary and Secondary Education Act Highly Qualified Teacher (ESEA HQT) column refers to the IDEA requirement that all special education teachers be highly qualified (have a Bachelor's Degree and appropriate teacher certification) and that those teaching core content also demonstrate competency in the core content area. For purposes of this document, "core content" includes communication arts, mathematics, science and social studies. For more information on HQT, see <http://dese.mo.gov/quality-schools/federal-programs/highly-qualified-teachers>.
7. The last column "Report caseload number or student assignments?" refers to the requirement to report either A) a caseload number (number of students with disabilities receiving instruction or support) in the MOSIS October Course Assignment file; or B) the list of students assigned to the teacher in the MOSIS October Student Assignment file. These are general rules for reporting, but there are exceptions. In every case, either the caseload number or the student assignment list must be provided. The term "caseload" does not refer to the Special Education caseload number involving the Special Education contact number.

Course/ Assignment Name and Number <sup>1</sup>	Delivery System <sup>2,3</sup>	Examples	State Certification Requirement <sup>5</sup>	ESEA HQT <sup>6</sup> : 1. Bachelor's Degree 2. Special Education Teaching Certificate at appropriate grade level unless otherwise noted below 3. Core Competency as noted below	Report caseload number or student assignments? <sup>7</sup>
Direct Service/ Instruction Special Education - Core Content Areas  195000	CO or IG	<ul style="list-style-type: none"> <li>The special education teacher co-teaches mathematics with a general education teacher. The general education teacher gives the grades to the special education students in the class (CO)</li> <li>The special education teacher provides instructional support on a resource basis to special education students (IG)</li> </ul>	Any Special Education Certificate	3. Core Competency <ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	Caseload Number
Direct Service/ Instruction Special Education - Core Content Areas  195000	SC or LI	<p>Report simultaneous or combined instruction of two or more core content areas during the same time period, i.e. math, science, social studies and/or communication arts, under this course code, unless reported separately under course numbers 195610-195640</p> <ul style="list-style-type: none"> <li>The special education teacher provides the primary math, communication arts, science and social studies instruction and gives the grades to students with disabilities</li> </ul>	Any Special Education Teaching Certificate	3. Core Competency: <ul style="list-style-type: none"> <li>Grades K-6: elementary competency</li> <li>Grades 7-12: competency in all four content areas</li> </ul>	Student Assignments
Direct Service/ Instruction Special Education - Non-Core Content Areas  195010	CO or IG	<ul style="list-style-type: none"> <li>The special education teacher co-teaches a keyboarding class with a general education teacher. The general education teacher gives the grades to the special education students in the class (CO)</li> <li>The special education teacher provides instructional support on a resource basis to special education students from the general education career exploration class and from the general education personal finance class (IG)</li> </ul>	Any Special Education Certificate	3. Core Competency <ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	Caseload Number
Direct Service/ Instruction Special Education - Non-Core Content Areas  195010	SC or LI	<ul style="list-style-type: none"> <li>The special education teacher teaches an everyday living skills class for special education students. She gives the grades to the students</li> </ul>	Any Special Education Certificate	3. Core Competency <ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	Student Assignments

Course/ Assignment Name and Number <sup>1</sup>	Delivery System <sup>2,3</sup>	Examples	State Certification Requirement <sup>5</sup>	ESEA HQT <sup>6</sup> : 1. Bachelor's Degree 2. Special Education Teaching Certificate at appropriate grade level unless otherwise noted below 3. Core Competency as noted below	Report caseload number or student assignments? <sup>7</sup>
Direct Service/ Instruction Visually Impaired (VI)  195100	CO, IG, SC or LI	Report Braille or other related instruction under this course/assignment. Other instruction for visually impaired students should be reported under other course/assignments <ul style="list-style-type: none"> <li>The special education VI teacher teaches Braille to visually impaired students</li> </ul>	VI Certificate	2. VI Certificate 3. Core Competency <ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	CO or IG - Caseload Number;  SC or LI - Student Assignments
Direct Service/ Instruction Hearing Impaired (HI)  195200	CO, IG, SC or LI	Report sign language instruction, i.e. American Sign Language (ASL), Signed Exact English (SEE, SEEII) under this course/assignment. Other instruction for hearing impaired students should be reported under other course/assignments <ul style="list-style-type: none"> <li>The special education HI teacher teaches American Sign Language (ASL) for hearing impaired students</li> </ul>	HI Certificate	2. HI Certificate 3. Core Competency <ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	CO or IG - Caseload Number;  SC or LI - Student Assignments
Direct Service/ Instruction Severe Developmental Disabilities (SDD)  195300	CO, IG, SC or LI	Note: Assignment should only include students assessed against alternate achievement standards (MAP-A) <ul style="list-style-type: none"> <li>The special education teacher teaches math, science, social studies and communication arts classes for special education students who take the MAP-A assessments (SC or LI)</li> </ul>	Any Special Education Certificate	3. Core Competency: <ul style="list-style-type: none"> <li>Grades K-12: elementary competency</li> </ul>	CO or IG - Caseload Number;  SC or LI - Student Assignments
Direct Service/ Instruction ECSE  195400	CO, IG, SC or LI	<ul style="list-style-type: none"> <li>The special education teacher co-teaches with the regular early childhood teacher who has ECSE students in the class (CO)</li> <li>The special education teacher delivers services using an itinerant model to ECSE students in regular early childhood programs (IG)</li> <li>The special education teacher provides instruction to ECSE students in an ECSE setting (SC or LI)</li> </ul>	ECSE Certificate	Not applicable	CO or IG - Caseload Number;  SC or LI - Student Assignments

Course/ Assignment Name and Number <sup>1</sup>	Delivery System <sup>2,3</sup>	Examples	State Certification Requirement <sup>5</sup>	ESEA HQT <sup>6</sup> : 1. Bachelor's Degree 2. Special Education Teaching Certificate at appropriate grade level unless otherwise noted below 3. Core Competency as noted below	Report caseload number or student assignments? <sup>7</sup>
Direct Service/ Instruction Speech/Language Pathology (SLP)  195500	CO or IG	<ul style="list-style-type: none"> <li>The speech language pathologist co-teaches a communication arts class with the general education teacher. The general education teacher gives the grades to the five special education students in the class (CO)</li> <li>The speech language pathologist provides instructional support/services on a resource basis to four students (IG)</li> </ul>	SLP Certificate or Approved Speech Implementer	2. SLP Student Services Certificate 3. Core Competency <ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	Caseload Number
Departmentalized Instruction Special Education: - Comm. Arts 195610 - Mathematics 195620 - Science 195630 - Social Studies 195640	SC or LI	<ul style="list-style-type: none"> <li>The special education teacher teaches a special services English class for special education students. He gives the English grades to the students (195610)</li> <li>The special education teacher teaches a special services math class for special education students. She gives the math grades to the students (195620)</li> <li>The special education teacher teaches a special services science class for special education students. She gives the science grades to the students (195630)</li> <li>The special education teacher teaches a special services history class for special education students. She gives the history grades to the students (195640)</li> </ul>	Any Special Education Certificate	3. Core Competency: <ul style="list-style-type: none"> <li>Grades K-6: elementary competency</li> <li>Grades 7-12: competency in core content area</li> </ul>	Student Assignments
Community-based Instruction  195700	IG	<ul style="list-style-type: none"> <li>The special education teacher provides ongoing instruction at the local grocery store for special education students. This should not be used if the special education teacher is the teacher of record and is awarding grades towards credit in core content areas</li> </ul>	Any Special Education Certificate	3. Core Competency <ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	Student Assignments
Work Experience Instruction  195800	IG	<ul style="list-style-type: none"> <li>The Work Experience Coordinator (WEC) provides job skills instruction for special education students and supervises their related work experiences on the job</li> </ul>	Any Special Education Certificate	3. Core Competency <ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	Student Assignments