Intended Audience: Superintendents, Special Education Directors, Process Coordinators, Special Education Teachers, and LEAs anticipating hiring a new director of Special Education for the 2019-20 school year

The Office of Special Education is again hosting the 2019-20 New Directors of Special Education Academy on July 25-26, 2019, for any individual who will be assuming the position and duties of a director of special education for the first time during the 2019-20 school year. Enrollment for the academy is now open.

The academy will focus on core activities new directors must complete during their months of employment that will assist them in the management of special education procedures and practices that promote positive outcomes for students with disabilities while ensuring the rights of students are protected. Topics to be covered are: compliance, data collection and reporting, finance, general supervision, and monitoring of special education programs. Academy information and enrollment instructions can be found at https://dese.mo.gov/special-education/effective-practices/2019-special-education-new-directors-academy.

In addition, special education directors who attended the academy last July 2018 are invited back for a refresher course and more in-depth information on the topics covered last year. Academy information for returning directors can also be found at the link above.

The finance portion of the New Directors Academy will be offered July 23-24, 2019. It is strongly recommended that bookkeepers attend the academy with the new directors. Topics relate specifically to special education finance areas such as ePeGs, coding and tracking expenditures, cash management, time and effort documentation, etc. Finance Academy enrollment instructions will be sent in a separate SELs to avoid confusion.

There is no registration fee to attend. Onsite registration will begin Thursday, July 25, 2019, at 7:00 a.m. Pre-enrollment on My Learning Plan is required and will be verified at the registration desk to receive training materials, name badge, etc.

All expenses related to meals and lodging will be incurred by the district. Participants will be responsible for choosing a lodging location and making reservations. Capitol Plaza Hotel has provided a block of rooms at the state government rate on a first-come first-serve basis. The inclusive rate for purchase order purposes will be $99.51. Make sure when making reservations that you indicate you will be attending the New Directors Academy. There are three ways to make your reservation:

1. Call directly at 573-635-1234 and ask for reservations. Be sure to indicate you are attending the New Directors Academy.

2. Call 1-800-338-8088 and ask for reservations. Be sure to indicate you are attending the New Directors Academy.
3. Book online through https://protect2.fireeye.com/url?k=dc0d158d-8048d87-8c0fd947-0cc47a6d17ce-9faddc15aaa216db&u=http://www.capitolplazajeffersoncity.com/. Be sure to use the online booking code 1907222DES.

If you need further assistance, please contact Cheryl Stock at Cheryl.Stock@dese.mo.gov or 573-751-0285 or Tiffani Muessig at Tiffani.Muessig@dese.mo.gov or 573-751-0185.