

## ZOHO TASK DISCRIPTIONS

### TASK

### Description

Special Education Unit Supervision	MD/SED Direct Unit Administration. Time spent in the classroom, attending an iep meeting for a student in the unit or transitioning to the unit. Time spent communicating with a parent or staff member about the unit. Time spent ordering for a unit, making a determination for a unit place
Special Education IEP Meeting Special Education	Time spent in an iep meeting, other than a student in the unit or transitioning to the unit. Also includes time spent reviewing ieps prior to meetings.
Special Education ETR Meeting Special Education	Time spent attending etr meetings, planning meetings, or time spent preparing parts of a report or reviewing a section of the report
Special Education Prof. Development	Special education professional development provided to a group of general education
Autism Team	Time spent in reviewing potential students with autism, attending planning meetings for autism or observing for identification purposes. Time spent working on autism awareness activities and parent group and interagency collaboration to better serve students on the spectrum. Time also includes involvement in the Ocali regional Autism project
Restraint Training	Providing restraint training and recertification training or any individual part of the training. Includes trainers being re-certified
Supervisory Staff Prof. Development	Attending training on behalf of the districts to maintain and receive the up to date information. May include Curriculum and Supervisor Meetings.
Attendance First Response Warning Letters	Go into DASL Student Information, Monitor daily school absentee Report of those in question. Process First Reponse Letter and send to parent/guardian. Add copy of current attendance record and Pike County Attendance Policy to First Response Letter. Place into envelope and run through stamp machine. Take to post office and mail.
Attendance Parent Ed Class Coord.	Go into DASL Student Information. Determine who should attend Parental Educational Classes. Travel to school and meet with school personal on assigning parent/student to Parental Educational Classes. Prepare a Parental Educational Letter to be sent to parents/guardian which includes date, time & place to attend.

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Attendance Filing Parent Neglect Charges	Scheduling Parental Conference Hearings. Monitor Student Information Monitor school Daily Absentee Report. Print Student Information Master Sheet & Attendance Sheet, Travel to Schools in Pike County to meet with Attendance personal and determine who to meet with. Schedule date & time for meetings in the school. Prepare Parental Conference Form for meetings Travel to school and meet with school personal and parents/students Place copy of Parental Conference Form in Student file
Special Education Coaching	Time spent working directly with administrators, intervention specialists and general education teachers to insure iep implementation, compliance and internal monitoring for special education.
Medicaid School Billing (MSB)	Time spent corresponding with the districts, provider or billing administrator in regards to Medicaid billing and documentation. Time spent monitoring provider documentation and billing. Training for staff and providers on medicaid related billing systems, billable items and documentation.
Preschool ECE Grant	Recruitment, ECE Budget/Expenditures, Documentation of Student Eligibility,Quarterly Reporting
Preschool Suspected Disability Mtg	Preparing Paperwork, Scheduling Meeting, Conduct Meeting, Relay Information to Districts/Teachers /Related Staff/HMG
Preschool Professional Development	Preschool professional development provided to a group of general education teachers, intervention specialist or related service providers.
Preschool Step Up To Quality	Completing Required Forms, Gathering Data, Assembly of documents to be submitted, Submission of Documents,On site SUTQ visits
Preschool Unit Supervision	Classroom Visits,Research/Prep Work,Advisory Groups,Approval of staff required forms, Preschool to K Transition Meetings,Preschool Expenditures
Preschool Special Projects	Parent Nights, Open House, Booth Setup at Events
Preschool IEP Meeting	Review IEPs, Attend Meetings,Complete IEP Paperwork, Scheduling

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Preschool EMIS	Time spent corresponding with Districts to insure that data between the ESC and local district matches. Time spent entering data into EMIS, verifying data, reconciling data with districts and correcting errors
OTES	Time spent completing an portion of the evaluation system, including walk throughs, observations, data entry, pre and post conference activities
OIP-District Work	Time spent working with districts on OIP activities which may include; Decision Framework, attending TBT, BLT, or DLT meetings or any work associated with these meetings. Also include work as the external facilitator or planning with the internal facilitators and administrative teams.
SLO-Committe/PD	Time spent preparing for PD, presenting PD, and conducting follow-up with participants. Serve on SLO committee for writing and approval
ETPES	Receiving state sponsored training, providing districts with state sponsored training, technical assistance to principals and superintendents.
Resident Educator	Time spent planning for RE program. Time spent meeting with REs, mentors, Lead Mentors and program coordinators. Time spent entering information into CORE system, verifying district cost, verifying RE profiles. Time spent attending State Training/program coordinator meetings.
Value Added	Receiving training sponsored by ODE, Battelle, EVAAS, and MCOECN; providing training and technical assistance to district teachers, principals, curriculum directors, counselors, and superintendents within Region 15.
Curriculum Professional Development	Time spent preparing for PD, presenting PD, and conducting follow-up with participants. Non-special education or preschool professional development
District Consultation	Working with and providing guidance, information and documents to districts on special ed, curriculum, standards, and assessments, and all other topics of need from the district.
RPESD Staff Coordination	Time spent planning and coordinating with RPESD staff. May include small team meetings or RPESD staff meetings.

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Personnel Management

Time may be spent interviewing, completing necessary paperwork, recruiting or meeting with staff members for employment purposes.