

Alternate Unit Plan

Project/Event Name	New Teacher Workshop: How to facilitate an IEP
Description	Statement of what the project/event is: Teaching new teachers how to conduct an effective IEP meeting, gather pertinent information and engage all the team members/stakeholders
Purpose	Statement for why this project/event is being created: to ensure consistency throughout the member districts in writing effective, appropriate IEPs to allow students to succeed.
Established Goals; Standards Being Met	Outcome of the project/event: teachers are prepared to write an IEP and understand the process to create an effective IEP and engage all stakeholders (ISTE Standards: I.A, I.D, II.A, II.B, II.C, II.D, III.C, IV.D).
Essential Question(s) (at the end of this project/event) what people will be able to answer or do	How do I engage all team members/stakeholders in the information gathering process in order to write an effective IEP? Follow up: How do I use the information I've gathered to write an effective IEP?
Audience	Special educators (new)
Timeline	Project start/event date: September 2021 (16th and 23rd) Planning start date: August 2021 for creation of resources
Materials / Resources Needed	In Person: SmartBoard/projector, speakers, packets for optional note taking, pens, tables, chairs, nametags (optional) and access to the digital files (i.e. IEP meeting agenda) Online: presenter, moderator, electronic copies for note taking, slideshow (google slideshow)
Tools/Equipment Needed	Tables, chairs, collaborative workspace, shared digital space for curated files (google meets and drive)
Technology Needed	Teachers will need to have access: online resources (google drive, spedforms, training materials) How to incorporate technologies- participants would need to have access to the G-Suite and presentation materials. All interactive features were created using Google Slides. Further information shared via G-Suite products (Drive, Slides, Docs) Feedback and questions gathered multi-modally (on the google slides, group/partner discussion and call out)
Who to Involve	Collaborators: fellow coordinators and the director for guidance
Research/Rationale	The Importance of Social Emotional Learning infographic BCPS Office of School Climate
Unit Plan Author (name, school and optional email address or hyperlink to educator's web page)	IEP meeting facilitation; how to run a thorough and effective IEP meeting. IEP meeting facilitation; how to run a thorough and effective IEP meeting.
Additional Credit Given To	MDE guidance; BestPrep, BCPS Office of School Climate