

Bureau of Special Education Training and Consultation (TaC) Staff Guidelines

Overview

Training and Consultation (TaC) staff provide technical assistance to educators, parents, paraprofessionals, and agency personnel. This technical assistance is based on priorities established under the IDEA by the Pennsylvania Department of Education, the Bureau of Special Education (BSE), and local professional development needs identified via local needs assessments, as described in intermediate unit (IU) special education plans. TaC staff have specifically defined training responsibilities based upon their training and/or expertise (e.g., assistive technology); however, integrated training activities are encouraged for their audiences, when appropriate. TaC staff should coordinate services and professional development to ensure alignment and engagement with BSE projects and initiatives, statewide system for support and improvement related to improving teaching and learning for the special education subgroups, and the Pennsylvania Training and Technical Assistance Network (PaTTAN) activities.

Delivery of Services

Staff responsible for TaC provide technical assistance that includes presentations, facilitation, in-class modeling, coaching, guided practice, consultations, identification of resources, and networking, to entities that provide services to students with disabilities. IUs are encouraged to use formats that include face-to-face training and virtual methods, such as videoconferencing and other online platforms.

Funding

TaC staff are funded with IDEA B Component 2 funds and may not charge for services provided for the time they serve as IDEA funded TaC. This is applicable whether TAC services are delivered on-site at a local educational agency (LEA) or whether they are delivered on-site at the IU. When a position serving as a TaC is also funded with other funds, a time and effort log is required that delineates time spent on TaC activities funded under IDEA funds. During cyclical fiscal reviews, the time and effort log will be requested.

Positions

Five Full-Time Equivalent (FTE) positions designated as TAC, are required in the IU School Age Special Education Plan. Stipulations for five of the positions are given below.

Percentage of FTE: Guidelines

Initiatives	Minimum percentage of FTE Allocation
Evidence Based Practices: High Incidence	1.0
Evidence Based Practices: Low Incidence	1.0
Evidenced Based Practices: LEEI	1.0
Post School Outcomes	1.0
Collaborative Partnerships	1.0

- The EBP: LEEI position and Post School Outcomes position must have at least one individual at 0.5 FTE. Other individuals in these initiatives may have FTEs of 0.2 or more. Any TaC position may never be less than 0.2 FTE.
- Within the identified initiatives, TaC staff also support the following, as applicable
 - State Personnel Development Grant (SPDG) related activities,
 - Comprehensive Support and Improvement (CSI), Additional Targeted Support and Improvement (A-TSI), Targeted Support and Improvement (TSI) to improve teaching and learning for students with disabilities in designated schools.
 - Science, Technology, Engineering and Math (STEM), and Equity related activities that improve outcomes for students with disabilities.