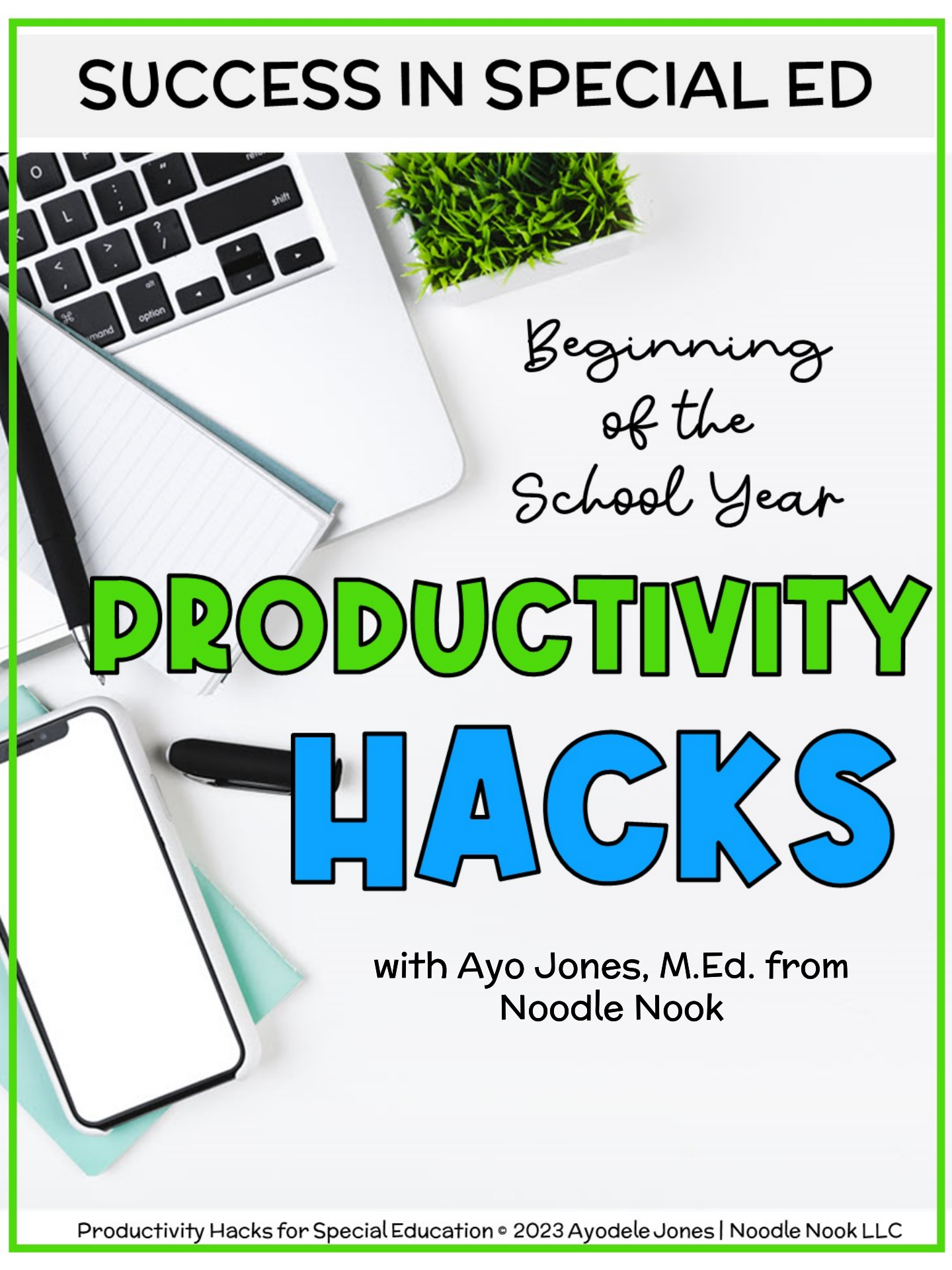


# SUCCESS IN SPECIAL ED



Beginning  
of the  
School Year

# PRODUCTIVITY HACKS

with Ayo Jones, M.Ed. from  
Noodle Nook

# TERMS OF USE

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# Start of Year Tips for Teachers

## Start of Year To-Do

Student Snapshots	<p>IEP at a Glance for Every Student. Include:</p> <ul style="list-style-type: none"> <li>• Name, Grade Level, and Age</li> <li>• Reason they Qualify for SpEd Services (diagnosis, IE: AU, CP, ID, ETC.)</li> <li>• Instructional Levels</li> <li>• Goals and Objectives</li> <li>• Specially Designed Instruction (Key Accommodations)</li> <li>• Strengths and Weaknesses</li> <li>• Related Services and Minutes</li> </ul> <p>Plus information on behaviors if that is appropriate. To get a set of at a glance Sheets for IEPs and BIPs, <a href="#">CLICK HERE</a>.</p>
Routines and Procedures	<p><b>Routines</b> are what you put in place to run your classroom. They are a predictable sequence of events and activities.</p> <ul style="list-style-type: none"> <li>• Start of Day Routine</li> <li>• Lunch Tim Routine</li> <li>• Recess Routine</li> </ul> <p><b>Procedures</b> are specific steps you teach students to complete a task or activity. These are the individual tasks within a routine.</p> <ul style="list-style-type: none"> <li>• How to line up for recess</li> <li>• How to sharpen a dull pencil</li> <li>• How to check out a book from the classroom library.</li> </ul> <p>Read more on <a href="#">Routines and Procedures HERE</a>.</p>

## PRIORITIZING BACK TO SCHOOL SETUP

The Classroom	<p>A basic classroom environment. Not all Pinterest perfect, but functional and friendly. Students are safe and feel welcome. <a href="#">Read more on setting up HERE</a>.</p>
Data Sheets	<p>Get your data sheets ready. Data starts the first week of school y'all, so you need to have those ready to go! <a href="#">If you need ones quick, try these.</a></p>
Lesson Plans	<p>Prep lessons for the next 1-2 weeks. When our students are idle, that's when the chaos happens. <a href="#">Try these monthly units to get you started.</a></p>
Routines and Procedures	<p>A list of the routines and procedures that you intend to teach during the first six weeks of school. <a href="#">Read more on how to teach routines and procedures HERE</a>.</p>
Notes to Self:	

# SPECIAL ED SUPPORT ESSENTIALS

As we gear up for the new school year, with its diversity of students and their individual needs, let's ensure we have a toolkit of essential supports at the ready. These supports can make a world of difference in fostering an inclusive classroom:

1. **Accommodations Toolbox:** Equip yourself with a variety of accommodations that cater to different learning styles and needs. From visual aids to simplified instructions, these tools can level the playing field for all students.
2. **Flexible Assessment Strategies:** Plan assessments that allow students to demonstrate their understanding in various ways. This could mean offering oral responses, visual representations, or collaborative projects.
3. **Universal Design for Learning (UDL):** Embrace the principles of UDL, which encourage the creation of flexible learning environments that cater to a diverse range of students. Providing multiple means of engagement, representation, and expression is key.
4. **Small-Group Instruction:** Utilize small-group sessions for targeted support. This doesn't mean having each group do entirely different tasks, but rather tailoring your instruction to address specific needs within the same lesson.
5. **Scaffolded Support:** Gradually decrease the level of support as students gain confidence and mastery. This empowers them to take ownership of their learning journey.
6. **Collaborative Planning:** Work closely with other educators, including general education teachers and specialists. Collaborative planning ensures a cohesive approach to differentiation and better utilization of resources.
7. **Peer Partnerships:** Foster collaboration and social interactions by pairing students with diverse abilities. This encourages peer support and creates a sense of community within the classroom.
8. **Assistive Technology:** Integrate technology tools that cater to different learning needs, such as speech-to-text software, screen readers, or interactive learning apps.
9. **Personalized Goal Setting:** Involve students in setting their learning goals. Tailoring goals to individual strengths and areas of growth empowers students to take ownership of their progress.
10. **Multi-Modal Instruction:** Deliver lessons using a combination of visual, auditory, and kinesthetic elements. This accommodates various learning preferences and strengthens understanding.
11. **Choice Boards:** Offer students choices in how they demonstrate their learning. Choice boards can include a range of activities that align with the lesson objectives, catering to different interests and strengths.
12. **Culturally Relevant & Relatable Content:** Ensure your lessons are diverse and inclusive, reflecting the backgrounds and experiences of all your students. And choose topics and examples that are relatable and important to students.



# ACCOMMODATIONS TOOLKITS in SPED

An accommodations toolkit is an essential resource that special education teachers can prepare ahead of time to support a diverse range of students in their classroom. This toolkit contains various tools, strategies, and resources that help create an inclusive learning environment where all students can access the curriculum effectively. Here's what you might consider including in your accommodations toolkit:

## Visual Supports:

- **Visual schedules:** Share a visual timeline of the day's activities to help with transitions.
- **Visual routines:** Display step-by-step visual guides for common routines or tasks.
- **Visual cues:** Use visual cues to indicate expectations, such as "quiet" or "wait."

## Communication Systems:

- **Picture Exchange Communication System (PECS):** A communication tool that uses pictures to facilitate communication for nonverbal or minimally verbal students.
- **Augmentative and Alternative Communication (AAC) devices:** Devices that assist students with speech or language challenges in expressing themselves.

## Graphic Organizers (GOs):

- **Mind maps:** A GO that help students visually organize and connect ideas.
- **Venn diagrams:** Useful for comparing and contrasting concepts or information.
- **Flowcharts:** Illustrate processes or sequences step by step.

## Text-to-Speech and Speech-to-Text Tools:

- **Screen readers:** Software that reads text aloud for students with reading difficulties.
- **Speech recognition software:** Allows students to dictate their ideas instead of typing.

## Sensory Tools:

- **Fidget tools:** Items like stress balls or putty that provide sensory input to help focus.
- **Noise-canceling headphones:** Help students manage auditory distractions.

## Alternative Assessment Formats:

- **Modified tests and quizzes:** Adjustments such as fewer questions or simplified text.
- **Extended time:** Allow students extra time to complete assignments or assessments.

## Flexible Seating and Workspaces:

- **Alternative seating:** Give options like standing desks, stability balls, or bean bags.
- **Quiet spaces:** Designate a quiet area where students can work independently.

## Peer Supports:

- **Peer buddies:** Pair students with peers who can provide support as needed.
- **Collaborative activities:** Encourage group work and peer interactions to promote social learning.

## Interactive Whiteboards and Technology:

- **Interactive whiteboards:** Engage students by interacting directly with the content.
- **Educational apps and software:** Use technology for personalized learning experiences.

## Note-taking Support:

- **Pre-filled notes:** Give partially completed notes to help them focus on key concepts.
- **Digital note-taking tools:** Use tablets or laptops for note-taking flexibility.

## Guided Reading Materials:

- **Highlighted text:** Highlight key information or important details in reading materials.
- **Simplified text:** Provide modified versions of texts that match students' reading levels.

## Alternative Assignments and Assessments:

- **Project-based assessments:** Let students show learning through creative projects.
- **Oral presentations:** Give the option to present orally rather than in written form.



# MASTERING THE 'ONE TOUCH' APPROACH

As a teacher, managing tasks and paperwork can be overwhelming. The "One-Touch Approach" is your secret weapon to keep things organized and prevent stress from piling up. Here's how to tailor it to your teaching world:

1. **Sort and Prioritize:** Create designated areas for different types of paperwork, tasks, or actions. For instance, have a spot for urgent items, a spot for items that need your attention but not immediately, and a spot for items that can be filed or dealt with later. This physical organization helps you visually prioritize.
2. **Handle It Right Away:** When you pick up a document, email, or task, make a decision right then and there. If it requires a quick response or action, do it immediately. If it can be completed in a couple of minutes, get it done. If it needs more time, allocate it to your schedule for later.
3. **Eliminate Back-and-Forth:** Avoid the back-and-forth of repeatedly going through the same papers or emails without taking action. By deciding on an action and handling it promptly, you save yourself the mental effort of revisiting the same task multiple times.
4. **Digital Organization:** Apply the one-touch approach to your digital space as well. Use folders or labels to categorize emails, documents, and digital tasks. When an email arrives, archive it, delete it, or respond to it right away.
5. **Regular Check-ins:** Dedicate specific times during the day to go through your designated spots. This prevents papers from piling up and ensures that nothing falls through the cracks. Even if it's a brief moment between classes, taking consistent action helps you stay on top of things.
6. **Delegate or Decline:** If a task or responsibility doesn't require your direct involvement, delegate it to a colleague if possible. If it's not necessary, consider declining or finding an alternative solution.
7. **Use Technology:** Utilize task management apps or tools to set reminders and deadlines. This helps you stay accountable and prevents tasks from piling up.
8. **End-of-Day Wrap-Up:** Before leaving your workspace, take a few minutes to tidy up and clear your designated spots. This prepares you for the next day and prevents clutter from building up.

## Plus, More Teacher-Centered Tips

9. **Prioritize with Purpose:** Identify your most critical tasks for the day. Addressing these first ensures you're tackling what matters most.
10. **Batch Tasks:** Group similar tasks together and tackle them in one go. This minimizes context switching and boosts efficiency.
11. **Set Boundaries:** Establish specific times for checking emails or handling administrative tasks. This keeps these things from consuming your entire day.
12. **Use Visual Aids:** Utilize color coding, sticky notes, or visual cues to highlight important tasks or upcoming deadlines.
13. **Reflect and Adjust:** Regularly review your organization strategy. Adjust as needed to match your evolving needs and responsibilities..

# DAILY CHECKLIST

Using the one-touch model, here is a daily checklist for special ed teachers:

## START OF DAY TEACHER CHECKLIST

- |   |
|---|
| <b>Sort and Prioritize:</b> Organize your workspace with designated spots for urgent, important, and routine tasks. |
| <b>Handle Quick Tasks:</b> Address emails, messages, or tasks that can be resolved in a few minutes.                |
| <b>Set Priorities:</b> Identify the top tasks for the day and set them as your focus.                               |
| <b>Review Schedule:</b> Take a quick look at your agenda and reminders for the day.                                 |
| <b>Check-In:</b> If you have a team, briefly connect with them to ensure everyone is on the same page.              |
| <b>Plan Breaks:</b> Schedule short breaks to recharge throughout the day.   |
| <b>Tech Check:</b> Ensure your technology tools are up and running.   |
| <b>One-Touch:</b> Apply the one-touch approach - decide on action for tasks and items immediately.                  |

## PLANNING PERIOD CHECKLIST

- |   |
|---|
| <b>Review Tasks:</b> Revisit your priority list and adjust if needed.                         |
| <b>Batch Tasks:</b> Group similar tasks and tackle them in focused sessions.                  |
| <b>Digital Organization:</b> Process emails, assign labels, and archive or delete.            |
| <b>Focus on Tasks:</b> Dive into the tasks you've set for the planning period.                |
| <b>Limit Distractions:</b> Turn off non-essential notifications to stay focused.              |
| <b>Reflect and Adjust:</b> Assess your progress and adjust your plan for the rest of the day. |
| <b>Delegate or Decline:</b> Determine if there are tasks you can delegate or decline.         |
| <b>One-Touch:</b> Apply the one-touch approach to incoming tasks.                             |

## END OF DAY TEACHER CHECKLIST

- |   |
|---|
| <b>Complete Tasks:</b> Wrap up any remaining tasks from your priority list.                       |
| <b>Review Progress:</b> Check off completed tasks and acknowledge your achievements.              |
| <b>Clear Workspace:</b> Tidy up your physical and digital workspace.                              |
| <b>Schedule Tomorrow:</b> Review tomorrow's tasks and schedule as needed.                         |
| <b>Reflect:</b> Reflect on what went well and what you can improve.                               |
| <b>Backup Data:</b> Save any important work or data to the appropriate locations.                 |
| <b>Set Intentions:</b> Set intentions for your next day to start with a clear plan.               |
| <b>One-Touch:</b> Ensure all tasks and paperwork have been addressed with the one-touch approach. |

Notes:



# ULTIMATE SPECIAL ED BINDER

Are you ready to conquer the new school year with confidence and ease?

Say goodbye to overwhelm and hello to streamlined organization with our Special Education Teacher Planner - the all-in-one solution for your classroom needs!

## What's Inside?



### Comprehensive Guides

Start strong with essential guides that cover classroom setup, student support, behavior management, IEPs at a glance, and so much more.



**Behavior Plans CHEAT SHEET**

It helps to know what all those boxes mean, right? Let's do this together!

TARGET BEHAVIOR	DESCRIPTION
BEHAVIOR GOAL	This is the negative behavior or non-preferred behavior the student is exhibiting. Be very specific about the behavior and factual, not emotional. Ex: Johnny hits himself with a closed fist in the face when it is time to transition to new activities.
FUNCTION	This is what appears in the behavior plan as part of the IEP. Remember to include the timeline, condition, behavior and criteria. Ex: Johnny hits himself with a closed fist in the face when it is time to transition to new activities.
DESIRED BEHAVIOR	Why is the student having a behavior? Is it to get something or avoid something? Is it sensory, escape, attention, or tangibles that is motivating the behavior? Ex: Johnny exhibits behavior to avoid or escape transitions.
ANTECEDENT BASED INTERVENTION	What should the student do INSTEAD when they want to meet the function of the behavior? Ex: Johnny wants to avoid transitions, so he hits himself. What can be changed in the environment or with teacher instruction to prevent the behavior from happening? Ex: Teacher should have a clearly posted schedule that is referenced throughout the day. Consistent routines are established and repeated activities with minimal downtime.
PROACTIVE	What should you and your team do BEFORE the behavior happens? Ex: Prior to transitions, Johnny gets a warning that the activity is about to end as a 5 minute time to countdown to transition.



### Time Management

Ideas and tools to create your classroom schedule, tracking sheets for RSPs, and call scripts and communication templates for families.

**Lunch**

\* NOTE: Related Service may be SLP, PT, OT, OAM, VI, APE, Music T! Use the appropriate acronym when possible to keep things!

After you've got your non-negotiables in place, then you can start rest of your schedule and add staff to specific tasks.

EX: AM SCHEDULE	7:30-8:00	8:00-8:30	8:30-9:00	9:00-9:30	9:30-10:00	10:00-10:30	10:30-11:00
Dahlia					DO	RR	F
Terron	RR	ST	P	RR		G	
Brayden	N/M		V	SLP	V		V
De'Angelo			RR		P		
Savannah	RR	F				F	
Cruze	P			RR	S		

Mrs. Jones Mrs. Smith

As you can see, the schedule will fill up fast... and you haven't even breaks or academic! No worries. Most of these tasks require only 30-minute timeframes listed, which means you can still get it done. It's mostly trial and error with a little bit of planning.

SPEED SET UP TOOLKIT \* © 2022 Anya Jones



### Data & IEP Mastery

Ace data collection during centers or stations, make informed decisions, and track student IEP progress effectively.

**IEP Summary**

STUDENT: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_ GRADE: \_\_\_\_\_

ANNUAL: \_\_\_\_\_ DE-EVAL: \_\_\_\_\_

CASE MANAGER: \_\_\_\_\_ DOB: \_\_\_\_\_ AGE: \_\_\_\_\_

PRIMARY DISABILITY: \_\_\_\_\_ GRADUATION YEAR: \_\_\_\_\_

SECONDARY DISABILITY: \_\_\_\_\_ TRANSITION PLAN: \_\_\_\_\_

TERTIARY DISABILITY: \_\_\_\_\_ TRANSPORTATION: ☐ YES ☐ NO

NOTES: \_\_\_\_\_ AFTER-SCHOOL CARE: \_\_\_\_\_

MEDICAL: \_\_\_\_\_ SPECIAL EQUIPMENT: \_\_\_\_\_ RELATED SERVICES: \_\_\_\_\_

GLASSES: ☐ Y ☐ N ☐ IN ☐ OUT

NEEDS SCHOOL: ☐ Y ☐ N ☐ IN ☐ OUT

RESPONSE MODE/ACC: ☐ IMP AIDE ☐ AT ☐ SLP

ELL/ESOL: ☐ Y ☐ N ☐ IN ☐ OUT

NOTES: \_\_\_\_\_

ADPE: ☐ Y ☐ N ☐ IN ☐ OUT

PSYCH: ☐ Y ☐ N ☐ IN ☐ OUT

NOTES: \_\_\_\_\_

GOALS & OBJECTIVES: \_\_\_\_\_

## Why Choose This Toolkit?

- ☑ **Designed by Educators, for Educators:** Created by experienced special education teachers & instructional coach who understand the challenges you face daily.
- ☑ **Time-Saving:** Effortlessly manage tasks, streamline communication, and prioritize student needs.
- ☑ **Comprehensive:** From routines & procedures to behavior tracking, our toolkit covers the key aspects of special education teacher tasks.
- ☑ **Stress Reduction:** Say goodbye to paperwork overwhelm and hello to smoother operations.

Get ready to transform your teaching journey this school year!

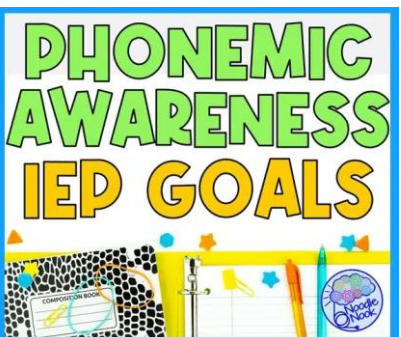
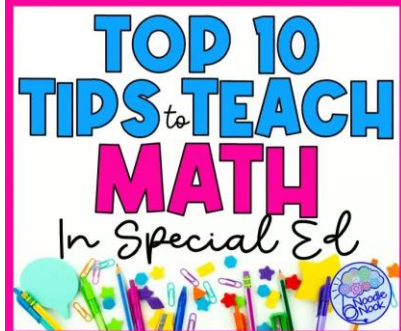
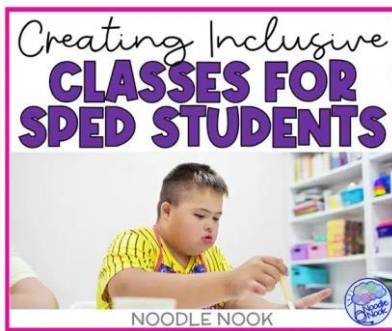
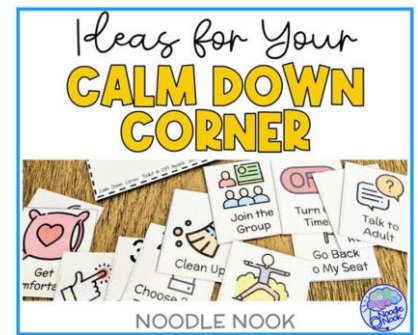
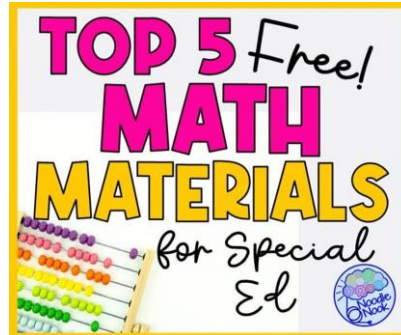
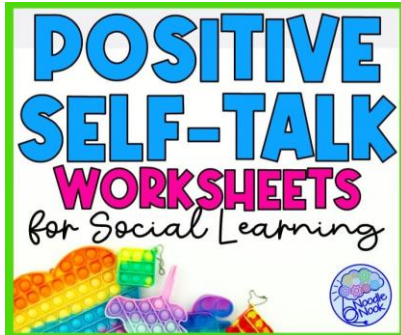
Click the link below to grab your Special Education Teacher Planner now.

**GET YOURS TODAY!**



## Additional Resources

Try some additional reading to help plan for transition, use great instruction in the classroom, and get answers to some of your most common questions at [www.NoodleNook.Net](http://www.NoodleNook.Net)



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