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Please enjoy this complimentary excerpt from *A Practical Approach to Special Education Administration*.

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APPENDIX VII

Reminders

- Always be cognizant of **time**.
- Do not talk about individual students in front of them.
- Do not make offhanded comments to parents.
 - Think before you speak.
- Never say there is no money to cover something.
- Do not pass judgment on others.
 - Parents.
 - Students.
 - Colleagues.
- Do not make promises you cannot keep or have no control over.
- **Prepare.**
 - Prior Preparation Prevents Poor Performance.
- **Document! Document! Document!**
- Do not make recommendations for your colleagues.
 - **Always** remain within your own area of expertise.
- **Never be afraid to ask for advice.**
- **Communicate!**
 - No one likes to be blindsided.
 - Not parents, not colleagues, and not your students.
- Do not view parents as the enemy.
 - Remember you are working with their child.
 - Always respect a parent's desire to advocate for their child . . .
 - Even if you disagree with how they go about it.
- Always, always, always be professional.
- As you ask your students, take time to check your work.
 - Communications with parents.
 - Progress reports.
 - Individualized Education Plans (IEPs).
 - And more.

- Take time to review students' files.
 - Do not allow yourself to be in a position of saying to a parent:
 - "I haven't had time to review the file."
 - "I didn't know that"—particularly when the information is important and in the student's file.
- Establish professional relationships with:
 - Students.
 - Parents (refrain from addressing them by first name; using *Mr.* and *Ms.* makes for a nice professional relationship).
 - Colleagues.
 - Teachers.
 - Specialists.
- **And remember, if you bring coffee to a meeting, be sure to bring enough for everyone, or do not bring it at all.**