



State of New Jersey

DEPARTMENT OF EDUCATION

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Acting Commissioner

September 26, 2011

TO: Director of Special Education
Administrator of a State Facility
Administrator of a Charter School
Administrator of an Approved Private School for the Disabled

FROM: Peggy McDonald, Interim Director, Office of Special Education

SUBJECT: Orientation Session for Administrators via Teleconference: Training Opportunities in Community-Based Instruction for Students with Disabilities

The New Jersey Department of Education, Office of Special Education, in partnership with The Elizabeth M. Boggs Center on Developmental Disabilities, will conduct an orientation session for **special education administrators** via teleconference on training opportunities in community-based instruction (CBI) for students with disabilities. CBI is a research-based practice to facilitate the transition to work and adult life for students with disabilities. CBI involves the use of sustained and repeated instructional activities that take place in various natural community environments outside of the school building in order to facilitate skill development and generalization in employment, community activities (e.g. shopping, banking, post office use) and recreation.

This year, training will focus on **Teaching Strategies in the Community, Using CBI to Teach Recreation Skills, Job Coach Training, and Supporting Job Coaches, in addition to Foundations of CBI**. Because administrative support and involvement is essential for successful implementation of instructional practices, this orientation session is designed for administrators who are seeking to initiate or enhance their CBI practices. The teleconference will describe the five CBI training opportunities that will be offered this school year as well as the administrative and organizational supports needed to support these practices in your district.

Administrators who participate in the orientation session and agree to make a commitment to the creation or expansion of quality community-based instruction (CBI) practices will be provided with registration materials to register school staff for one or more of these trainings. As part of these training sessions, participating districts and schools will be offered on-site follow-up technical assistance to implement these practices within the district.

The Teleconference for Administrators will be held twice. The first session will be held on Thursday, October 6, 2011 from 1:30 P.M. to 3:00 P.M. The second session will be held on Wednesday, October 12, 2011 from 9:30 A.M. to 11:00 A.M. Workshop descriptions and teleconference registration information are attached.

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I strongly encourage your district or school to pursue the enhancement or creation of CBI programming for students with disabilities. If you would like to learn about the CBI trainings for this year, please complete and return the attached registration form for the Administrators Teleconference. All teleconference registrants will receive an email with instructions on how to participate in the teleconference along with a PowerPoint presentation and resource documents.

Please note: Registration for 2011-2012 CBI staff training will only be available to districts or schools who participate in the Administrators Teleconference. If you have questions about the Administrators Teleconference or CBI staff trainings, please contact Bill Freeman at (609) 292-0362.

PM/MO/BF

Attachment

c: Acting Commissioner Christopher Cerf
Andrew Smarick
David Hesper
Barbara Gantwerk
Melanie O'Dea
Bill Freeman
Executive County Superintendent
County Supervisors of Child Study

Attachment

**Training Opportunities in Community-Based Instruction
for Students with Disabilities 2011-2012**

Foundations of Community-Based Instruction

Audience: All Teachers, other Educators, and Paraprofessionals who have not completed Introduction to CBI or Foundations of CBI in a prior year

This one-day foundational workshop on CBI is directed to teachers, paraprofessionals and child study team members who have not previously attended the CBI trainings offered by the Office of Special Education, in partnership with The Elizabeth M. Boggs Center on Developmental Disabilities. Participants will learn current, effective methods for how to implement CBI during employment, recreation and community living activities. The workshop will include strategies for selecting training environments, partnering with employers, and strategies and techniques for teaching in the community. As part of the workshop, attendees will indicate their initial plans to create or expand CBI in their school/district and will identify further training and technical assistance needs. Participating districts and schools will be offered on-site follow-up technical assistance to implement these practices within the district. The concepts and strategies presented in this workshop are foundational to understanding and benefiting from the staff trainings listed below. Following training, participants will be contacted to solicit information about their implementation of CBI practices.

*Please note that completion of *Foundations of CBI* this year, or completion of *Introduction to CBI* in a prior year, is a prerequisite for registration and participation in other subsequently offered CBI staff training sessions.

This session will be offered at the following three locations and dates:

**Learning Resource Center – North Satellite
Monday, December 12, 2011**

**Learning Resource Center - Central
Tuesday, November 22, 2011**

**Learning Resource Center EIRC - South
Monday, November 21, 2011**

Teaching Strategies in the Community

Audience: Educational staff (including paraprofessionals) who are or will be responsible for delivering CBI.

This two-day interactive workshop will provide in-depth details on applied teaching strategies in the community and how to conduct CBI. It will include information about supervising students, use of various instructional strategies that are appropriate for community settings, data collection, and guiding students' experiences. Attendees of this workshop will be asked to complete activities between Day 1 and Day 2 of the training. On-site technical assistance will be provided as requested. Following training, participants will be contacted to solicit information about their implementation of CBI practices.

This session will be offered at the following three locations and dates:

Learning Resource Center – North Satellite
Thursday, December 15, 2011 & January 13, 2012

Learning Resource Center – Central
Friday, December 9, 2011 & Monday, January 9, 2012

Learning Resource Center EIRC - South
Wednesday, December 7, 2011 & Tuesday, January 10, 2012

Job Coach Training

Audience: Educational staff (often paraprofessionals) who are or will be responsible for assisting students to be successful on job sites

In order to learn and perform successfully in the workplace, many students with disabilities need the support of a trained staff person. This one-day session will address strategies for on-site job coaching and will be designed primarily for paraprofessionals or other educators who serve as job coaches. Topics to be addressed include: analyzing work and social demands of workplaces; assessing student skills, support needs, and progress; and coordinating the implementation of needed supports so that students can be successful in their work environment. The training will also address how and when to alter or fade supports. On-site technical assistance will be provided as requested. Following training, participants will be contacted to solicit information about their implementation of CBI practices.

This session will be offered at the following three locations and dates:

Learning Resource Center – North Satellite
Wednesday, February 8, 2012

Learning Resource Center – Central
Thursday, February 16, 2012

Learning Resource Center EIRC - South
Tuesday, February 14, 2012

Using Community-Based Instruction to Teach Recreation Skills

Audience: Educational staff (including paraprofessionals) who are or will be responsible for developing and implementing instruction in the community on recreation and leisure skills for students with disabilities

This two-day workshop will cover use of CBI to promote skill development in the area of community recreation and leisure for students with disabilities. This training will include a discussion of community sports and hobbies, and will consider both group and individual types of recreation. Topics to be covered include finding community recreation, developing interests, and inclusion in social activities. Attendees of this workshop will be asked to complete activities between Day 1 and Day 2 of the training. On-site technical assistance will be provided as requested. Following training, participants will be contacted to solicit information about their implementation of CBI practices.

This session will be offered at the following three locations and dates:

Learning Resource Center – North Satellite
Tuesday, March 20, 2012 & Thursday, April, 19, 2012

Learning Resource Center – Central
Monday, March 26, 2012 & Monday, April 23, 2012

Learning Resource Center EIRC - South
Monday, March 19, 2012 & Monday, April 30, 2012

Supporting Job Coaches

Audience: Teachers who supervise job coaches, administrators, or other school employees who hire, supervise, and train job coaches

As noted previously, in order to learn and perform successfully in the workplace, many students with disabilities need the on-site support of trained personnel known as job coaches. This one-day training session, designed for teachers and administrators who hire, supervise, and train job coaches, will focus on issues and strategies to promote quality performance of job coaches. Topics to be addressed include: hiring job coaches, job responsibilities, training needs, on-site and field supervision suggestions, and common pitfalls of job coach use. Coordination of responsibility among different personnel related to CBI (e.g., teachers, SLE coordinators, etc.) will also be discussed.

This session will be offered at the following three locations and dates:

Learning Resource Center – North Satellite
Thursday, May 10, 2012

Learning Resource Center – Central
Tuesday, May 22, 2012

Learning Resource Center EIRC - South
Monday, May 14, 2012

REGISTRATION FORM

**Teleconference for Special Education Administrators:
Training Opportunities in Community-Based Instruction (CBI)
for Students with Disabilities**

Presented by:
New Jersey Department of Education, Office of Special Education
in partnership with
Elizabeth M. Boggs Center on Developmental Disabilities,
Robert Wood Johnson Medical School, UMDNJ
Department of Pediatrics
Grant Award #H 323A010006

Dates: **Thursday, October 6, 2011**
 1:30 p.m. – 3:00 p.m.
 and repeated on
 Wednesday, October 12, 2011
 9:30 a.m. – 11:00 a.m.

Please check one of the teleconferences that you wish to participate in:

Session 1: **Thursday, October 6, 2011**
 1:30 p.m. – 3:00 p.m.

Session 2: **Wednesday, October 12, 2011**
 9:30 a.m. – 11:00 a.m.

Upon receipt of this completed form, you will be sent an email with instructions on how to participate in the teleconference along with a PowerPoint presentation and resource documents.

School District/Organization:	
Name:	Position:
Mailing address:	
Work Phone:	Email:
Fax:	

Special Assistance: If special assistance is required (e.g., WebCapTeL, Video Relay, etc.) please call Ann Marie McVay two weeks prior to the teleconference (732-235-9324). If requests are received later than this, we will make every attempt to accommodate but arrangements cannot be guaranteed.

Mail, fax, or email registration to:
annmarie.mcvay@umdnj.edu

Ann Marie McVay Email:
The Boggs Center, UMDNJ
P.O. Box 2688
New Brunswick, NJ 08903
732-235-9324 (phone) 732-235-9330 (fax)

Registration must be received no later than October 5, 2011. Please call Bill Freeman at (609) 292-0362 if you have questions about this training.