

OPERATING GUIDELINES

SERS (Special Education Resource System)

What is SERS?

1. The **Special Education Resource System (SERS)** is the El Paso Independent School District's clearinghouse for all instructional materials used to teach students with disabilities in any given instructional arrangement.

What is the purpose of SERS?

1. The primary purpose of SERS is to provide information and access to appropriate instructional media and materials for special education personnel.
2. The Instructional Support Specialist will inventory and verify that there are sufficient and appropriate instructional materials and equipment to meet the diverse needs of identified special education students. They will ensure that all instructional supplies/equipment are in the hands of the classroom teacher in order to meet the needs of students.

How SERS will operate!

1. **SERS will be open from 8:00 am-4:30 pm** to coordinate the transfer/delivery of instructional supplies, school furniture and equipment to campuses and classroom teachers. However, **SERS will not operate as a library** (teachers need to contact the appropriate Instructional Specialist regarding books, literary materials or special equipment).
2. **Teachers must contact the Appropriate Instructional Support Specialist-ECB** (i.e., resource, technology, physical therapy, visual impairment, alternative assessment, PPCD, autism, DRD, transition, compliance, homebound, PEIMS, etc.) regarding their specific instructional needs as well as for the transfer of instructional supplies, school furniture and equipment.
3. **SERS will coordinate the transfer/delivery of instructional supplies, school furniture and equipment** to teachers, SPED staff, schools or staff development sites when the appropriate **Instructional Support Specialist/Campus Administrator completes the district mandated EPISD Property Transfer Form and provides written instruction to SERS** (i.e., request to surplus items, transfer items, etc. from one site to another site).

- a. When transferring or delivering SERS instructional supplies/equipment from one site to another site, district policy dictates that the **EPISD PROPERTY TRANSFER FORM # 128672 must be completed by personnel.**
 - b. Once the form has been completed and signed by the appropriate personnel, the form **must be sent to SERS.**
 - c. **SERS will verify** the transfer and delivery of instructional supplies and equipment.
 - d. **The Instructional Support Specialist overseeing SERS** will approve the transfer and delivery of instructional supplies, school furniture and equipment by signing off at the **top of FORM # 128672** and will forward the form to the **EPISD WAREHOUSE/PROPERTY CONTROL MANAGER** for transfer and delivery of school property (supplies, furniture and equipment).
 - e. When new SERS equipment is delivered to the Gamble Warehouse, **The EPISD Property Control Manager will attach a bar code label and number onto the fixed asset** to identify it as property of the EPISD. **SERS will** also go over to the warehouse and **label** the equipment to identify it as **property belonging to the Special Education Department.**
4. The **Instructional Support Specialist-ECB** must ensure that all **large items** (i.e., furniture, computers, changing table, evacu-chair, etc.) purchased for their specific programs are **shipped from the vendor directly to the Gamble Warehouse and/or to the campus.** **Small items** (i.e., testing kits, Mentoring Minds chart tablets, etc.) may be **shipped to SERS prior to delivery to campus sites.**
- a. The **SPED –ECB Instructional Specialist is the first line of communication/contact** if the teacher has a **question or concern regarding equipment, technology or instructional supplies** (i.e., resource, technology, physical therapy, visual impairment, alternative assessment, PPCD, autism, DRD, transition, compliance, homebound, PEIMS, etc.).
 - b. **Instructional Specialists-ECB** are responsible for **checking with SERS regularly** regarding the receipt, repair, inventory, transfer and delivery of supplies/equipment regarding their specific programs.
 - c. The **Instructional Support Specialist-ECB** is primarily responsible for the management of the special education instructional program(s) regarding the program(s) they are assigned to oversee (i.e., resource, technology, physical therapy, visual impairment, alternative assessment, PPCD, autism, DRD, transition, compliance, homebound, PEIMS, etc.). They **plan** well in advance (**AT LEAST A WEEK**) and coordinate with special education

teachers, campus administrators, special education staff and SERS for the inventory/transfer/delivery of equipment and instructional materials for staff development training at a particular training site.

5. Upon immediate delivery of ordered items, the Instructional Support Specialist-ECB and/or SERS must **verify that all the items listed on the packing slip have been received.** If the items are shipped directly to a campus, the individual receiving the items must sign and date the packing slip, make a copy for campus files and send the original packing slips and receipts/invoices to the Special Education Office via the school mail. **If an order is incomplete or backordered, please call SERS or the Special Education Office as soon as possible.**
6. **An annual inventory of supplies and equipment will be conducted** by SERS, Instructional Specialists and Teachers at the beginning of the school year. The results of this inventory will furnish the following statistical information: total number of equipment distributed on teachers, number of equipment missing/unaccounted for, number of equipment that's technically out dated or damaged.
7. **Clerks will conduct daily operations of SERS under the supervision of the Instructional Support Specialist assigned to oversee the program.**

Who is responsible for theft, loss or damage of items?

In the event SERS equipment is lost, damaged, or stolen, **the incident must be reported immediately to Police Services by the person last in possession of the equipment.** A copy of the Police Services incident report form must be sent to SERS.

Note: Please read district policy CFB (local) regarding inventories and responsibilities.

Please contact **Robert Hemphill, Jr., Ph.D.** at (915) 887-6469 or **rxhemphi@episd.org** if you have additional questions!!!