

RCPS SPECIAL EDUCATION ADVISORY COMMITTEE

MEMBER JOB DESCRIPTION

This is a volunteer position to serve as a member of the Special Education Advisory Committee of Roanoke County Public Schools for a 2-year term (as stated in the local SEAC bylaws).

Description of Major Responsibilities

This position has primary responsibility for working with other SEAC members to fulfill the following functions outlined in *the Regulations Governing Special Education Programs for Children with Disabilities in Virginia*, effective March 27, 2002:

- a. Advise the local school division of unmet needs in the education of children with disabilities;
- b. Assist the local school division in the formulation and development of plans for improving performance of children with disabilities specified in subdivision B 1 b of this section;
- c. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
- d. Submit periodic reports and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the local school board;
- e. Assist the local school division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services; and
- f. Review the policies and procedures for the provision of special education and related services prior to submission to the local school board and the Virginia Department of Education.

Individuals in this position work closely with the local school division's director of special education.

Other Responsibilities Include:

- Review and abide by SEAC bylaws.
- Attend regularly scheduled local SEAC meetings.
- Maintain an ongoing knowledge of special education law.
- Be informed of activities of the committee and familiar with current school division special education plans.
- Read the minutes of each meeting; advise the chair of any corrections or additions.
- Participate in the work of the SEAC, including serving on subcommittees when required.
- Encourage parents and other community members to join/attend the SEAC.
- Participate in community awareness activities to increase visibility of the local SEAC.
- Focus on systems change not personal grievances or individual advocacy.
- Work collaboratively with other SEAC members and school division leadership and personnel.