**SAMPLE SEPAG CHAIRPERSON JOB DESCRIPTION**

This is a volunteer position to serve as a member of the Special Education Parent Advisory Group of \_\_\_\_\_\_\_ County/Township/City Public Schools for a \_\_ year term (or as stated in the local SEPAG bylaws).

**Description of Major Responsibilities**

This position has primary responsibility for providing leadership to other SEPAG members to fulfill the following functions:

a. Advise the local school district of needs in the education of children with disabilities;

b. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;

c. Submit periodic reports and recommendations regarding the education of children with disabilities to the director/supervisor of special education for transmission to the local school board of education;

d. Assist the local school district in interpreting plans to the community for meeting the special needs of children with disabilities for educational services;

e. Review the policies and procedures for the provision of special education and related services prior to submission to the local school board of education; and

f. Participate in the review of the local school district's annual plan.

An individual(s) in this position works closely with the school district’s director/supervisor of special education and represents the local SEPAG to the superintendent of schools and the local school board of education.

Other Responsibilities Include:

* + - Facilitates meetings, including developing the agenda and guiding discussion.
    - Directs and monitors the flow of work by delegating responsibility to individuals and subcommittees; follows up between meetings.
    - Serves as the spokesperson for the local SEPAG in public.
    - Promotes collaboration among all stakeholders including: SEPAG members, the special education director, school district staff, and school board members.
    - Assists in the identification and recruitment of new members.
    - Networks with other chairpersons of local SEPAGs and the regional representative of the SPAN’s START-Engaging Parent of Students with Disabilities Project.
    - Mentors new members and subcommittees members in understanding their job responsibilities and assignments