**SAMPLE SEPAG MEMBER 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 working with 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.

Individuals in this position work closely with the local school district’s director/supervisor of special education.

Other Responsibilities Include:

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