**LCPS SEPAC CHAIRPERSON JOB DESCRIPTION**

This is a volunteer position to serve in the primary leadership role of the local Special Education Parent Advisory Committee of Louisa County Public Schools for a \_\_ year term (as stated in the local SEPAC bylaws).

Description of Major Responsibilities

This position has primary responsibility for providing leadership to other SEPAC members to fulfill the following functions outlined in the *Regulations Governing Special Education Programs for Children with Disabilities in Virginia*, effective January 25, 2010:

a. Advise the local school division 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 division superintendent for transmission to the local school board;

d. Assist the local school division 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; and

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

An individual in this position works closely with the school division’s Director of Pupil Personnel Services and represents the local SEPAC to the superintendent of schools and the local school board.

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 SEPAC in public.
		- Promotes collaboration among all stakeholders including: SEPAC members, the special education director, school division staff, and school board members.
		- Assists in the identification and recruitment of new members.
		- Networks with other chairpersons of local SEPACs and the regional representative of the State SEAC.
		- Mentors new members and subcommittees members in understanding their job responsibilities and assignments