

Special Education Chair Job Description

2327 L Street, Sacramento, CA 95816-5014

The PTA is committed to fostering a school community that welcomes all families. Parents of children with disabilities often face additional challenges that hinder their engagement. A PTA Special Education Chair (Families with Disabilities Chair) should lead a committee dedicated to providing support and information to these families.

It is important that the role of the Special Education Chair is never to provide legal advice to families, even if they are very experienced. Rather they should point to reliable sources of support and information in the community,

At the Unit Level:

- Build a network of self-identifying families with children with disabilities within the school.
- Maintain connections with local family engagement activities such as the SELPA (special education local plan area), Community Advisory Committee (CAC) or the school district advisory council.
- Ensure all PTA events are accessible to all families by providing input during event planning.
- Share information to PTA members regarding local sources of support and information.
- Collaborate with school administrators to support families with children with disabilities and advocate for inclusive, equitable and family centered approaches to special education practices

At the Council Level:

- Engage a network of unit special education chairs or a council committee of self-identifying families with children with disabilities.
- Participate in local family engagement activities such as the SELPA, Community Advisory Committee or the school district advisory council.
- Connect and collaborate with school district special education administrators to advocate for inclusive, equitable, evidence-informed and family centered approaches to special education.
- Provide input into event planning to ensure all PTA events are accessible to all families.
- Share information about local support resources, including:
 - SELPA and CAC meetings and events,
 - Local non-profit organizations,
 - Parent Training and Information Centers,
 - Family Empowerment Center support and training events,
 - Regional Center services,

- Organize local events, such as speaker meetings or resource fairs, to raise disability awareness and provide families with information on evidence-informed practices in education.

At the District Level:

- Support local units and councils by providing information about local support resources, such as
 - SELPA and CAC meetings and events,
 - Local non-profit organizations,
 - Parent Training and Information Centers,
 - Family Empowerment Center support and training events,
 - Regional Center Services,
 - Department of Rehabilitation Student Services.
- Offer training o topics such as:
 - IEPs and 504 plans,
 - Disability awareness,
 - Evidence-informed practices in special education.
- Advocate for inclusive, family-centered practices within the community and schools.

10/2010