

SPECIAL EDUCATION ADVISORY COUNCIL: ROLE & PURPOSE DESCRIPTION		
Title:	Special Education Advisory Council	
Interfaces:	Internal: Superintendent, cabinet, staff, students. External: Community members.	
Composition:	Representatives from special services department, district staff, students, and community members.	
Staff Support:	Curriculum, assessment and special services department.	
PURPOSE:	Serve as a proactive source of advocacy and support for children with special needs. Help identify and communicate clear expectations about how we value special education and serve its students in Everett Public Schools. Foster a culture of equity and inclusion for special education throughout the district.	
Scope of Work	Description of Tasks	Deliverables
Communication, Outreach and Relationships <ul style="list-style-type: none"> info dissemination advocacy representation of special education programs, staff, students, families stakeholder liaison 	Work collaboratively to share info in a timely and accurate fashion, serve as key communicators	Serve as role model for student, parent, and district advocacy
	Advocate for special education to increase understanding of needs, contributions, and accomplishments	Develop model for information sharing that supports special education processes
	Increase parent engagement and support for special education programs	Help involve stakeholders in serving needs of students receiving special education services
	Help build and maintain community relationships that are mutually supportive	Develop outreach program jointly with the Special Education Department to build and strengthen relationships within and outside the district
Strategic Planning <ul style="list-style-type: none"> advisory to long term planning process advisory input regarding problem-solving and program decision making within the Special Services Department 	Represent parent, special education PTSA, educator, and community perspectives in strategic planning process	Initiate and participate in discussions about future plans for special education to provide perspectives from parents and community for the strategic planning process
	Provide feedback/input to Special Services Department to support its decisions on curriculum, health and safety, facilities planning, etc.	Develop and implement a process to provide feedback and input about special education for strategic planning
System Advocacy <ul style="list-style-type: none"> internal and external parents, students, special education staff and educators, district 	Work directly with Special Services Department to advocate for systems to support special education students and programs	Improved understanding of the contributions from and unique needs of students receiving special education services
	Work to ensure equity and consistency across district for special education programs and classrooms	
Authority:	Advisory to Associate Superintendent Curriculum and Assessment.	
Accountability:	Reports to associate superintendent curriculum, assessment, and special services.	
Approvals:	Associate superintendent curriculum, assessment, and special services.	

Revised: 10/6/2015