

Robbinsdale Area Schools
Special Education Advisory Council (SEAC)

Parent Member Job Description

Purpose & Mission

The Robbinsdale Area Schools (RAS) SEAC wants ***to increase the involvement of parents/guardians of children with disabilities in district policymaking and decision making.*** The SEAC:

- *Supports* the mission of RAS Special Education Department: “We will assist students with disabilities in increasing their capacity to contribute to their own well-being, their family and their community.”
- *Advocates* for the high quality programs and services necessary to effectively and efficiently meet the needs of all children with disabilities and their families.
- *Advises* the RAS, through the Director of Special Education, on the policies, procedures, and practices required to implement effective special education and related services based on student needs under relevant federal and state laws.
- *Assists* the RAS in identifying needs and pro-actively support the development and implementation of programs and services to meet those needs.
- *Encourages and facilitates* communication and mutual support among students, parents, school personnel, and persons in the greater community.

Members are appointed by the SEAC to voluntarily serve as representatives for a two-year term, with the opportunity to reapply for additional terms as described in the SEAC bylaws.

SEAC consists of parents/guardians, community representatives, and school staff. At least 50 percent of the members must be parents/guardians of students from diverse disability areas.

Primary Responsibilities

Review and abide by SEAC bylaws, including confidentiality of person-specific information shared in meetings or in SEAC-related activities.

Attend scheduled meetings (see schedule below): To remain in current standing, members are required to attend at least 50 percent of the meetings scheduled in a year. In addition, members share equally in the responsibility to serve on related SEAC subcommittees or task forces as needed.

Prepare for meetings: Read SEAC agendas, minutes, reports, and related materials. Provide requested input prior to meetings. Come prepared to discuss agenda items using relevant examples or supporting information.

Participate in meetings: Provide requested feedback. Contribute ideas for solutions. Identify barriers or challenges experienced by other families; represent family concerns; focus on student need as a group, rather than on individual student concerns. Share personal experiences as they relate to decisions regarding policies and procedures; ask clarifying questions.

Encourage parent involvement and participation; participate in community awareness activities and information sharing with families in the district.

Work collaboratively with the school district, special education director, school personnel and SEAC parent and community members to fulfill the local SEAC's purpose and mission.

Meeting Schedule

SEAC is scheduled to meet at least 8 times during the school year. Meetings are generally held **from 6-8:30 p.m. at New Hope Learning Center.**