



## **Bedford County Public Schools' Special Education Advisory Committee (SEAC) Member's JOB DESCRIPTION**

This is a volunteer position to serve as a member of the Special Education Advisory Committee of Bedford County Public Schools for a two-year term.

### **Description of Major Responsibilities**

This position has primary responsibility for working with other SEAC 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.

Individuals in this position work closely with the local school division's Director for Special Services, the Special Services staff and the Parent Coordinator for the Parent Resource Center.

### **Other Responsibilities Include:**

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

This job description was taken from the Virginia Department of Education's website



## Application for Special Education Advisory Committee Membership

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

I live in the high school attendance zone of: Liberty / Jefferson Forest / Staunton River High (circle one)

My student with a disability attends: \_\_\_\_\_ (name of school)

Are you a (check all that apply)

- ☐ Parent/Guardian of a child/youth with a disability
- ☐ Grandparent of a child/youth with a disability
- ☐ Foster parent of a child/youth with a disability
- ☐ Teacher
- ☐ Representative of a community agency (Please specify) \_\_\_\_\_
- ☐ Representative of a community business or association (Please specify) \_\_\_\_\_

What do you hope to accomplish from your participation on the SEAC?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

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What unique experiences, perspectives, talents, or skills could you bring to the SEAC?

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If invited to serve on the SEAC, what do you see as needs in special education? (List system-wide issues not personal individual student issues)

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By my signature below, I have read and understand the job description of an SEAC member for Bedford County Public Schools and I promise to work collaboratively for the overall program and will not address my individual student matters in the context of an SEAC meeting or activity.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Please complete and return to:

Kelly D. Jennings, Director for Special Education  
Bedford County Public Schools  
PO Box 748  
Bedford, VA 24523

Or scan and email application to: [kjennings@bedford.k12.va.us](mailto:kjennings@bedford.k12.va.us)