

**ADMINISTRATIVE DESIGNEES
FOR IEP
RESPONSIBILITIES**

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ADMINISTRATOR/ADMINISTRATIVE DESIGNEE
FOR IEP MEETINGS

California Ed. Code: 56341 (4) (A, B, C):

A representative of the district, special education local plan area, or county who meets all of the following:

(A) Is qualified to provide, or supervise the provision of, specially designed instruction to meet the needs of individuals with exceptional needs.

(B) Is knowledgeable about the general curriculum.

(C) Is knowledgeable about the availability of resources the local educational agency.

Brief Description of the Position

An administrator or designee (TSA, Special Education Department Chair, retired credentialed Special Education Teacher or administrator*) who meets the California Ed. Code conditions stated above.

Major Duties and Responsibilities

- Chair and facilitate the IEP meeting
- Follow the IEP AGENDA
 - Introduction
 - Purpose of Meeting
 - Verify Identifying Data
 - Verify “Parents’ Rights (See statement on the Agenda)
 - Discuss Parent concerns and student strengths
 - Review of prior goals
 - Reports of DIS providers, health report, counselor, other
 - Address eligibility for Special Education
 - Develop IEP – needs of the student, levels of performance, goals/objectives, ITP, recommend services (including input from GE teacher on: modifications/accommodations, Assistive Technology, State/District assessments, behavior, and other appropriate information about the student’s progress and participation in the regular curriculum – consider placement alternatives (placements not sites)
 - Determine services/placement
 - All relevant sections of the IEP are completed and explained to the parent – if a section is not applicable – put in not needed and explain this in the meeting minutes
 - Explain signatures and sign appropriate forms
 - Meeting Summary-read the minutes, make sure pages are numbered – administrator/designee: summarize action to be taken, explain due process, if necessary, acquaint parents with future procedures (SPED Progress Reports, Annual Review, Triennial Review), address questions about decisions made
 - Distribute IEP and Reports to parents/other members at the meeting
- Adjourn meeting – if meeting has become adversarial caution team, take a break, discontinue meeting if meeting is unproductive and adversarial.
- Follow up with notes or letter depending on need.