



Administrative Designee: The Art of Facilitating IEP Meetings

DATE: Thursday, January 14, 2021

TIME: 1:00 P.M. – 3:00 P.M.

LOCATION: Virtual

FORMAT: To replace the face-to-face instructional training, those registered will receive a link to the SELPA Padlet that will contain an instructional video as well as a Service Documentation User Guide to view at their convenience in preparation for the live Question & Answer Session. Attendees will have the opportunity to gain clarity in a question and answer session. Q&A session will be open for 2 hours to answer all questions and is a drop-in format, so attendees can join at any time during the 2-hour window.

TARGET AUDIENCE: Administrators, Coordinators, Program Specialists, Resource, Specialist Teachers, and School Psychologists

DESCRIPTION: The Administrative Designee is the representative at the IEP meeting that is authorized to make decisions and commit district resources. Per CA Ed Code, Section 56341 (b) (4) (A-C) (4): this person must be credentialed and qualified to provide or supervise the provision of Specially Designed Instruction (SDI) to meet the unique needs of Students with Disabilities (SWD).

OUTCOMES/LEARNING OBJECTIVES:

- ❖ Understand the legal expectations of the LEA Representative
- ❖ Know the roles and responsibilities of the LEA Representative
- ❖ Know the structure and flow of IEP meetings
- ❖ Learn strategies to use when facilitating high conflict IEP meetings
- ❖ Learn how to effectively take IEP meeting notes

Please click [here](#) to register

Should you have any questions, please contact:
LAC Court Schools SELPA at (562) 401-5737

Registration Deadline: January 11, 2021