

## Committee on PreSchool/School Age Special Education and 504 Chair

The CSE/CPSE/504 Chairperson is responsible for:

- Chairs CPSE/CSE/504 Meetings;
- Establishes and communicates rosters to the CSE Secretary;
- Reads and reviews IEP's before meetings;
- After Meetings: Reviews and loads draft, completes the Notice of Recommendation; closes meetings, finalizes draft, communicates to the CSE Secretary documents are ready to go home;
- In conjunction with the Special Education Department, establishes Case Managers and maintains/updates the list;
- In conjunction with members of the CSE team, establishes the CSE/CPSE/504 meeting calendar;
- In conjunction with the CSE Chairperson, establishes dates for Department meetings and plans agenda;
- In conjunction with the CSE/CPSE Chairperson, completes and arranges services for CPSE students to include scripts for OT and PT;
- In conjunction with the CSE/CPSE Chairperson, serves as liaison to the DOH on behalf of CPSE students;
- In conjunction with the Special Education Department, establishes tentative service schedules for Consultant Teacher/Resource Room services;
- Serves as liaison for virtual evaluation services, including the gathering and faxing of needed documents and arranging for supervision during virtual evaluation sessions;
- Attending Administration meetings at the request of the Superintendent;
- Attends Regional CSE Chairperson meetings;
- Other duties as assigned.