

**The Special Education Chairman, working under the direction of the VP for Legislation and Advocacy, shall:**

1. Coordinate activities with families who need help dealing with issues related to children involved in special education. This includes; health and wellness, community resources, educational services and natural supports.
2. Oversee the activities of the of Special Education Committee.
3. Keep the State Board and units advised of Special Education issues and data, and assist in developing programs to meet identified needs.
4. Help units understand that health is a state of physical, mental and emotional well-being not just the absence of disease, through programs such as the following:
  - a. Work for development and strengthening of total and sequential health education for grades K-12.
  - b. Urge units to determine community needs.
  - c. Plan programs to alert communities to Special Education needs and distribute information on training programs offered by other organizations and agencies.
  - d. Aid units in assisting parents to better understand various resources and ways to advocate for the growth and development of their children in their educational environment to the best of their ability and how to coordinate educational efforts in the home and community to make family life a strong guiding force for the development of the child.
5. Review proposed resolutions concerning Special Education. Forward and assist the Legislative and Advocacy Committee in preparing resolutions for the New Mexico PTA Convention.
6. Prepare and develop appropriate resolutions for submission to the National PTA Resolutions Committee when necessary.
7. Support legislation relating to Special Education of children and youth.
8. Cooperate with other organizations and agencies working in the area of Special Education.
9. Update board report document in Google Drive.
10. Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
11. Perform convention duties as outlined in the Convention Guidelines.
12. Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

**Position Requirements:**

- Prior experience in unit.
- Familiarity with the Local Leader Kit and the National PTA web site.
- Familiarity with PTA on local, State and National levels.
- Knowledge of Special Education issues and interest in all phases of education.
- Good verbal skills.

- Must be a member of the Land of Enchantment PTA.