

Leadership and Stakeholder Identification Worksheet

This tool is designed to assist Local Educational Agencies (LEAs) as they consider the composition of both the Leadership Team and the Stakeholder Group. These teams provide guidance for the Comprehensive Coordinated Early Intervening Services (CCEIS) Programmatic Improvement Process.

In small districts, there may be one group that covers both the leadership and stakeholder functions.

Convening a Leadership Team

The leadership team is made up of 3-5 general and special education staff in the district. Their role is to provide oversight of the CCEIS plan and its implementation. Consider how the leadership team will provide oversight in plan implementation including the following:

- How general education and special education will provide leadership
- The responsibilities of general educators in implementing and monitoring the plan
- The responsibilities of special educators in implementing and monitoring the plan
- The responsibilities of other district leadership

List potential leadership team members and their responsibilities in relation to the CCEIS Plan.

LEADERSHIP TEAM

Member Name	Email	Title/Role	CCEIS Plan Responsibilities

Do the members of this team have decision-making authority? Yes No

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Convening a Stakeholder Group

The Stakeholder Group should be made up of district staff and community members. The Stakeholder Group reviews data and develops and evaluates the CCEIS plan. The Stakeholder Group should include broad representation through a diverse group of parents and community members, including representatives of the identified racial/ethnic category. Below is a list of suggested team members.

Consider initial theories about why the LEA is significantly disproportionate and ensure that representatives with related expertise and authority are in the Stakeholder Group. List members and their responsibilities related to the CCEIS Plan below.

STAKEHOLDER GROUP

Role	Member Name(s)	CCEIS Plan Responsibilities
<input type="checkbox"/> Cabinet Level Leader-General Education		
<input type="checkbox"/> Cabinet Level Leader-Special Education		
<input type="checkbox"/> Director of Curriculum (or Similar)		
<input type="checkbox"/> SELPA Director (or Designee)		
<input type="checkbox"/> Director of Assessment (or Similar)		
<input type="checkbox"/> Appropriate Grade Level General Education Teacher		
<input type="checkbox"/> Appropriate Grade Level Special Education Teacher		
<input type="checkbox"/> Bargaining Unit Representative		

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<input type="checkbox"/> Community Member		
<input type="checkbox"/> Parent (diverse representation)		
<input type="checkbox"/> Superintendent (or Designee)		
<input type="checkbox"/> Principal or Site Level Administrator		
<input type="checkbox"/> Human Resources Administrator		
<input type="checkbox"/> Business Services Representative		
<input type="checkbox"/> Other:		

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