

CIRCLES Grant: Team Descriptions and Responsibilities Table

Team	Community Level	School Level	Individual Level
Key Purpose	<ul style="list-style-type: none"> *Build sustainability of CIRCLES by aligning community secondary transition & adult services systems. *Administrative leadership for total array of transition services offered *Finds solutions for problems that arise 	<ul style="list-style-type: none"> *Provides student access to various representatives from community agencies 	<ul style="list-style-type: none"> *Writes IEP including Transition Component *Ensure input from students and parents re: transition planning process
Team Members	<ul style="list-style-type: none"> *Exceptional Children's Coordinator *Principals, *Transition coordinator, *School board rep, *Parent rep, *Business rep, *Administrator for local C of C, *Postsecondary ed rep, *Administrative reps from public service agencies (voc rehab, workforce development, transportation providers, etc) , *Administrative reps from other community service agencies (group homes, advocacy groups, etc) 	<ul style="list-style-type: none"> *Student *High school transition coordinators, *special populations coordinator (voc ed) *Regular education teacher, *military recruiter, *parent, *case managers or other direct *service reps from community service agencies 	<ul style="list-style-type: none"> *Student *Parent *School reps *Reps from outside agencies
Team Responsibilities	<ul style="list-style-type: none"> *Work to solve issues that directly relate to students: *Identify community resources *Develop & update interagency service agreements *Coordinate staff development *Share info re: employment of individuals w/ disabilities 	<ul style="list-style-type: none"> *Facilitates the transition planning process evolving around "student-centered planning philosophy" *Provides information and pre-planning to guide Student-level team's IEP process *Develop timelines for postgraduate needs with student and parent input *Conduct pre-planning transition meeting 	<ul style="list-style-type: none"> *Takes transition planning information and develops IEP *Review info related to present level of performance and future goals *Develop transition component and IEP *Provide additional info re: transition process *Address all other relevant student issues
Meetings	<ul style="list-style-type: none"> *2 -4 times per year for *1 – 2 hours 	<ul style="list-style-type: none"> *Monthly excluding December, June and July *Meetings last 20 minutes to 2 hours. 	<ul style="list-style-type: none"> *May occur at any time based on need for development and revision of IEP *May last from 1 – 3 hours, as necessary