

## COUNCIL FOR EXCEPTIONAL CHILDREN

### Professional Standards and Practice Committee Job Description

**Length of Term:** 3 years

**Composition:** Six members and a chairperson.

**Meetings:** The committee will schedule virtual meetings as needed; generally once per quarter.

**Estimated Time Commitment:**

A minimum estimated average monthly commitment of 5 hours is required to include:

- minimum of 5 hours of preparation for, and participation in, virtual committee meetings
- estimated 5 hours not more than 5 times per year to provide feedback on written materials/draft documents

**Duties:**

- Study the area of professional standards and their implications for CEC members and others involved in the education of children and youth with exceptionalities;
- Advise the Board of Directors regarding CEC policies and activities related to professional standards; and
- Develop guidelines and other materials to assist the field in meeting CEC professional standards.

**Annual Work Plan:**

- Develop/Revise Resources for using CEC standards.
- Support and provide guidance to workgroups tasked with drafting or revising sets of standards.
- Collect and review feedback from members on how to improve support for implementation and use of CEC standards.
- Provide oversight to the Knowledge and Skills Subcommittee

**Eligibility/Qualifications:**

- Applicants must be a current member of CEC and maintain membership throughout their term of appointment.
- Experience working with High Leverage Practices and educator preparation standards.

**General Committee Member Responsibilities:**

- Commitment to fully participating in all planned meetings and/or providing feedback via email as needed
- Commitment to developing an understanding of issues relevant to the committee's work.

- Review and provide feedback on documents as needed to prepare for meetings
- Be well-prepared and on-task to value and respect one another's time and energy.
- Actively contribute thoughts and ideas while honoring dissenting opinions.
- Seek consensus and recognize that some decisions will not be unanimous.
- Offer constructive criticism and "devil's advocate" positions to foster thoughtful debate.
- Allow for reasonable risk-taking associated with innovation.
- Listen to diverse perspectives.