



Division for Early Childhood Policy and Advocacy Team: Call for Team Leader

One of the most powerful tools DEC has is the ability to use our collective voice to advocate for young children with disabilities and their families. To that end, the DEC Policy and Advocacy Team helps to develop DEC's policy recommendations to ensure that proposed legislation, regulations, and documents from the US Departments of Education and Human Services increase opportunities for all young children including children with disabilities and their families.

The Policy and Advocacy Team functions as a necessary and significant arm of the DEC Executive Office, focusing DEC's policy and advocacy efforts by working collaboratively with the DEC Executive Office Leadership, the DEC Governmental Relations Consultant, and the Children's Action Network (CAN) Coordinator. Division for Early Childhoods Teams are officially recognized bodies of DEC members who are supported by the DEC Executive Office. Teams reflect the formal positions of the Division for Early Childhood and participate in developing, maintaining, and evolving strategies and initiatives that are critical and center to supporting DEC's mission and beliefs.

CAN supports DEC's mission by encouraging members to take action on legislation and issues that already have been endorsed by DEC/CEC or issues that DEC/CEC have already provided recommendations about. The Governmental Relations Consultant and the Executive Director develop and sustain relationships with national organizations, agencies, and governmental entities.

The Policy and Advocacy Team ensures DEC has a seat at the table with important stakeholders and will provide CAN with the tools needed to engage in effective advocacy. The Team also ensures a proactive stance in the drafting of policy and legislative recommendations and issue briefs; suggests updates to the DEC policy webpages as appropriate; supports the dissemination of policy and advocacy specific information; and assists in planning DEC policy and advocacy events and resources (including policy/advocacy specific actions at the annual national conference).

General Information:

The DEC Policy and Advocacy Team is a volunteer body comprised of DEC members in good standing. These individuals serve the purpose of providing strategic direction and proposed recommendations for DEC's policy and advocacy efforts.



At this time, DEC is seeking a new Policy and Advocacy Team Leader to continue the important work of planning and supporting DEC policy and advocacy activities.

Members of the Policy Recommendations Team are volunteers and are not considered members of the DEC Executive Board.

What are the responsibilities of the DEC Policy and Advocacy Team Leader?

- Plan meetings of the Team, including the development of an agenda for each meeting
- Work with the Executive Policy & Advocacy Committee and the Policy and Advocacy Council to develop an annual plan of action with measurable goals and objectives that will help to guide the agenda of the Team
- Delegate tasks to members of the Team, including tasks to yourself
- Participate in activities such as advocacy webinars by co-hosting and/or supporting content development
- Ensure meeting notes are taken by someone at the meeting and are shared with the Executive Office to be posted on the Policy webpage
- Communicate with the Executive Office and consultants to share ideas and/or attain approval, brainstorm solutions or next steps, and to obtain support in your role
- Work with the Governmental Relations Consultant to coordinate calls or other actions related to providing feedback on Requests for Comment from governmental agencies
- Work with the Policy/Advocacy Consultant to share stories, news, or other updates to be included in the various DEC Communication Channels
- Recruit new members to the Policy and Advocacy Team on a routine basis
- Utilize designated platforms and if desired, social media, to work with the Team and keep members up to date

Selection Criteria to serve as a Team Leader of the DEC Policy and Advocacy Team:

DEC is seeking members with expertise in a wide variety of policy areas. DEC will be accepting applications from members who are experienced in at least several of the following:

- Expertise in working with or on behalf of young children with special needs
- Experience coordinating the work of others, including (but not limited to) project management, supervision, leadership roles, etc.
- Experience in developing policy recommendations for federal, state or local level consideration



- Experience in working collaboratively on advocacy issues with other associations at national, state, or local level
- Expertise in IDEA, Title 1, Head Start, Child Care and Development Block Grant, Maternal and Child Health Block Grants, Race to the Top- Early Learning, Medicaid and/or other federal programs related to services for young children and their families

Team Activities and Expected Time Commitment:

It is expected that the Policy and Advocacy Team Leader will be committing to weekly work with an estimate of 2-4 hours per week depending on the work in progress and mutually agreed upon agenda. Team leaders serve 2-year terms. A Team leader may apply for one additional term at the end of the first 2 years but may only participate in the Team Leader role for a maximum of 4 consecutive years.

To apply

Team Leader candidates will be solicited through a transparent application process with clear criteria for what makes a qualified leader on the Policy and Advocacy Team. The application process will be facilitated by the Executive Office and Executive Board. Candidates will be reviewed and selected by the Executive Office and Executive Board based on a qualitative review of the applicants' demonstrated ability, expertise, and experience necessary to meet the criteria detailed in the call for applications.

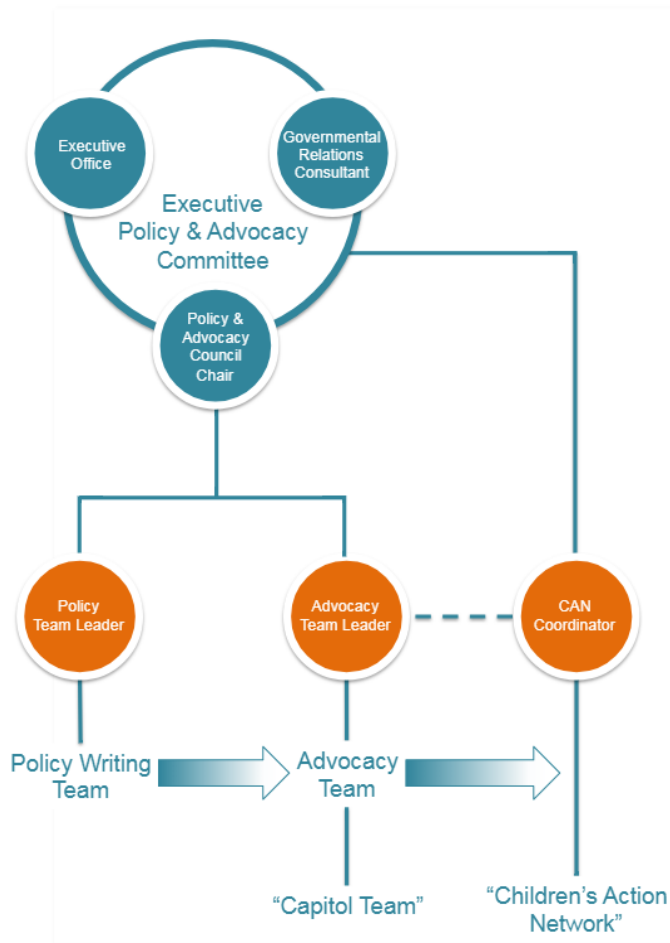
Please submit an application by May 1st, 2018.

- Submit an application to dec@dec-sped.org
- Include your resume or vitae as a PDF attachment
- Provide a letter of interest that answers each of the following questions:
 - Why are you interested in serving as a Team Leader of the Policy and Advocacy Team?
 - What expertise and experience (as outlined above) will you bring to the Team?
 - Can you commit to the time and activities as outlined in this notice? What are your current commitments?

Additional Information:

For more information about the Policy and Advocacy Team go to: <http://www.dec-sped.org/dec-recommended-practices>

This Policy and Advocacy Team will have the following structure and charges:



Executive Policy & Advocacy Committee –

This group is responsible for overall DEC policy, advocacy, and governmental relations activities. The activities of this group may be independent of or in partnership with the Policy & Advocacy Council members. The group will always act under the umbrella of DEC policy. This group provides flexibility and availability for DEC to take swift action for issues directly related to policy and advocacy. This group also offers sustainability needed for long-term relationship building with Congressional & Executive Branch representatives and other relevant organizations and agencies.

Policy & Advocacy Council – This council, led by the Policy & Advocacy Council Chair, is responsible for development of DEC policy and DEC advocacy initiatives. The Policy & Advocacy Council is an official arm of the DEC Executive Office.

Advocacy Team – This group, led by the Advocacy Team Leader, is responsible for advocacy initiatives of the Policy & Advocacy Council. This group reports directly to the Policy & Advocacy Council Chair.

Policy Writing Team – This group, led by the Policy Team Leader, is responsible for writing DEC policy. This group reports directly to the Policy & Advocacy Council Chair.

Grassroots Advocacy – The work of the CAN Coordinator is three-fold. One is to offer ongoing training to DEC State Subdivisions and members in how to participate in advocacy efforts. Two is to support those involved in grassroots advocacy to develop action plans for having an active subdivision advocacy initiative. Three is to support state-specific advocacy issues that relate to and can be supported by DEC policies.

Children's Action Network (CAN) – This group carries out the work of state/local/federal advocacy. This group of DEC members stands readily available and may be activated at any time to carry out grass roots advocacy. This group includes any DEC member willing to be involved. When asked, this group will write letters, sign letters, make phone calls, send texts, and participate on social media. They will carry the advocacy message.

Capitol Team – This group carries out official DEC efforts in relation to federal and national advocacy only. This group includes the Executive Policy & Advocacy Committee, the Advocacy Team Leader, and others on the Advocacy Team as designated. Official DEC efforts include Hill visits, inter-agency partnerships, taskforces, and stakeholder meetings.