

Special Education Mediated Agreement Shepherd

Job Description

1. Brief description of the nature of the job, its scope and responsibilities.

A shepherd guides the implementation of a mediated agreement and is the person any of those involved in a preappeal/mediation will contact with questions or concerns about the agreement being followed. A shepherd is also the point of contact for any of those involved who believe that additional effort is needed to resolve differences: a resolution facilitation session or a return to preappeal (if applicable) are examples.

As a general rule the shepherd is a LEA or AEA staff member, is present at the preappeal/mediation and is named shepherd by agreement of the others present. Exceptions to this rule are possible with the consent of the parties to a given preappeal/mediation.

2. Essential job functions.

#	Responsibility
(1)	Reviews the agreement to see who is responsible for taking specific actions and by what date those actions are to be taken.
(2)	Checks with persons identified in #1 above to see whether they have done what was agreed to do by the date agreed upon.
(3)	If an agreed upon action has not been accomplished, works with the person(s) responsible for the action on the specific steps that need to be taken to comply with the agreement.
(4)	If a specific action agreed upon turns out to be unworkable for any reason, contacts the parties to seek an appropriate written modification of the agreement and/or a return to preappeal/mediation.
(5)	Contacts the DE to arrange for a return to preappeal/mediation when the parties so desire.
(6)	If an agreement is modified repeats functions 1-4 as needed.
(7)	Responds to inquiries and/or concerns from parties to the agreement about implementation and takes corrective action as needed.