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Memorandum of Understanding
between
the Vacaville Teachers Association (VTA)
and the
Vacaville Unified School District (VUSD)

IEP Administrative Designee 2024-2025

The following language goes into effect June 1, 2024 and sunsets June 30, 2025.

VUSD and VTA agree to meet by April 15, 2025 to extend and/or amend this agreement.

Administrative Designee:

For the purposes of attending IEP meetings, a unit member may volunteer to act in lieu of an administrator provided that the following conditions are met:

1. Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of individuals with exceptional needs.
2. Is knowledgeable about the general education curriculum.
3. Is knowledgeable about the availability of resources of the local educational agency
4. Is approved as an admin designee by the site administrator and special education department

Qualifications:

VTA members interested in being an Administrative Designee shall have a special education, or related services credential and must be acting in the capacity of the credential required.

Interest:

By June 7, 2024, the District shall provide notice to eligible unit members via email. Communication shall include: qualifications to be an administrative designee, expectations, compensation and the process on how to be considered.

Unit members being considered shall be reviewed by the Site Administrator and District Special Education Department. Approved unit members shall be notified by Site Administration. Unit members that are not approved shall also be notified, and provided a reason for the denial, if requested by the unit member.

Expectations:

Approved unit members shall complete an Administrative Designee training (not to exceed three (3) hours) annually. Site Administrators and Administrative Designees shall determine collaboratively the scope and scheduling of IEP meetings, based on site needs. There shall not be additional compensation for an Administrative Designee's attendance at meetings outside of the duty day as outlined in Article 4.2.2.