



**COLLABORATING THROUGH  
COMMUNICATION AND COORDINATION:  
NAVIGATING SPECIAL EDUCATION AT THE LOCAL LEVEL**

Best Practice Recommendations for the  
Intermediate Unit (IU) and the Local Task Force (LTF)

# INTERMEDIATE UNIT

## METHODS

- Provide an easy-access link to a webpage dedicated to the LTF that reads "Parent Support Group"
- The LTF webpage should:
  - Be clearly titled "Parent Support Group of Children with Disabilities – The Right to Education Local Task Force"
  - Provide up-to-date information about meeting logistics and topics of discussion

## COMMUNICATION

## CONNECTIONS

- Develop a networking system for members, agencies, and interested parties to share information via email
- Disburse information to LEAs through IU/LEA Liaison meetings
  - Ask LEAs to provide information about the LTF to parents
  - Encourage LEAs to post or link LTF information on their websites

# LOCAL TASK FORCE

## METHODS

- Provide a “safe environment” that allows parents to share and receive guidance on concerns
- Provide a sense of collaboration, positive problem-solving, and solution-based design in a global environment
- Provide up-to-date information to the IU for posting on the LTF webpage
- Use social media to inform members

## CONNECTIONS

- Coordinate with special education agencies to become part of the LTF membership consortium and to share information from their organizations
- Provide advocacy to parents that seek these supports
- Provide parents with contacts for advocacy organizations that can assist them in obtaining supports

# INTERMEDIATE UNIT

# LOCAL TASK FORCE

## COLLABORATION

- Develop a formative, positive working relationship by creating a channel of communication between the IU and the LTF to discuss issues and concerns

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- Develop a formative, positive working relationship by creating a channel of communication between the IU and the LTF to discuss issues and concerns
- With LEA approval, offer training opportunities to teachers and paraprofessionals that represent their IU regions
- Develop training sessions for the LTF meetings

## COORDINATION

## MEETINGS

- Provide the physical and technical set-up for in-person, virtual, and hybrid meetings, including supplying virtual links to the LTF

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- Organize/schedule LTF meetings for the school year (minimum of five meetings per year), including requests for virtual links
- Work collaboratively with IU staff that provide support to the LTF for meeting notices, minute taking, and disbursement of information to the LTF members



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