

**Job Summary:**

The Parent/School Liaison provides parent education and training to the parents of special education students, assists parents and school personnel to resolve differences, promotes parent involvement in special education. The Parent/School Liaison is under the supervision and direction of the Parent Liaison and the Assistant Superintendent of Special Services.

**Essential Job Functions:**

- ▶ Plans, organizes and facilitates parent education meetings to increase parent knowledge of the special education process.
- ▶ Listens to and works to solve parent concerns and complaints by giving parents ready access to information and support.
- ▶ Negotiates with parents and school personnel solutions to parent concerns/complaints to ensure free, appropriate public education for students with disabilities.
- ▶ Attends and participates in IEP's or informal meetings regarding special education students to resolve educational concerns.
- ▶ Provides outreach and information to parents of handicapped infants to ensure parents are knowledgeable about the available resources.
- ▶ Maintains records of parent and school contacts, appointments, and presentations so that accurate information is available for review by supervisors.
- ▶ Transports self to IEP or informal meetings regarding special education students to provide information and resolve educational concerns.

**Experience Required:**

- ▶ Experience leading groups.

**Skills, Knowledge and/or Abilities Required:**

- ▶ Knowledge of:
  - Special Education regulations and programs
  - Early Start regulations and programs
  - community agencies and services
- ▶ Skills to:
  - design and implement parent education programs
  - assist with resolve differences of opinion
  - communicate well with parents and professionals
  - locate requested information
- ▶ Ability to:
  - work flexible hours
  - travel throughout the county using own transportation
  - attend meetings

**Training Required:**

- ▶ Training or internship in leading groups.
- ▶ Negotiating experience is desirable.

**Education Required:**

- ▶ Bachelor's degree.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice Fingerprint Clearance.

**Other Specialized Requirements:**

- ▶ Must be the parent of a special education student.

Fair Labor Standards Act Exemption Status Determination = non exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.