

**Job Summary:**

The job of Parent Liaison - Special Services is done for the purpose/s of assisting parents who have questions or concerns about special education. This position includes meeting with parents, attending IEP meetings, communicating with district and county office staff. The Parent Liaison is charged with facilitating and supporting the work of the Tulare County Community Advisory Committee (CAC) for Special Education including taking minutes, preparing agendas and being involved with projects. The Parent Liaison is also responsible for managing the "Child Find" program to seek out children who may qualify for special education services. Finally, the Parent Liaison is responsible for designing and implementing programs and training which promote home/school communication and cooperation.

**Essential Functions:**

- ▶ Assists parents of special education students for the purpose of understanding the special education system and securing appropriate services.
- ▶ Attends/participates in IEP meetings throughout the county for the purpose of supporting parents in their efforts to participate effectively in the special education process.
- ▶ Communicates parent concerns, complaints, and points of view to LEA's and SELPA staff for the purpose of improving parent/school partnerships.
- ▶ Facilitates meetings, operations, and projects of the CAC for the purpose of ensuring successful operation of the mandated committee.
- ▶ Facilitates ongoing "Child Find" activities for the purpose of identifying and serving children who qualify for special education.
- ▶ Organizes/presents parent education and training activities for the purpose of assisting parents to understand the special education process and their rights.
- ▶ Prepares minutes, agendas, memos, mailings for CAC for the purpose of providing accurate and timely information to CAC members and the community.
- ▶ Writes/maintains records of conversations and actions for the purpose of providing accurate information for review and action.

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

- ▶ **Skills to:**
  - use a personal computer and appropriate software;
- ▶ **Knowledge of:**
  - issues related to parenting a child who has a disability;
  - basic tenets of special education laws and regulations;
  - first-hand knowledge of a parent's role in special education;
- ▶ **Ability to:**
  - interpret and apply pertinent laws, regulations, policies and procedures;
  - assess parent concerns and recommend effective courses of action to allay those concerns;
  - work independently in the absence of supervision;
  - communicate clearly and concisely both orally, and in writing;
  - establish and maintain cooperative working relationships with those contacted in the course job duties.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under clean and healthy environment.

**Experience Required:**

- ▶ Job-related experience with increasing levels of responsibility is required.

**Education Required:**

- ▶ Bachelors degree in job-related area.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

September 2007

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.