

**Tulare County Office of Education**  
**JOB DESCRIPTION**

**Job Title: Special Education Parent Liaison (6810)**

**Job Summary:**

The Special Education Parent Liaison is a neutral and confidential resource for families and staff in Tulare County, providing information, training, and guidance on special education topics, and supporting the family-school relationship. The Special Education Parent Liaison fosters collaborative and productive partnerships between Districts and families of children with exceptional needs and is under the supervision and direction of the Parent Liaison Coordinator and the SELPA Compliance Officer.

**Job Duties:**

- Use a neutral approach to foster a child's success through partnership and collaboration between families and school staff.
- Plan, organize, and facilitate parent training and parent engagement opportunities to increase knowledge of the special education process.
- Collaborate with parents and school personnel using Alternative Dispute Resolution strategies to address concerns and/or complaints to ensure a Free and Appropriate Public Education for students with disabilities.
- Participate in IEPs and other meetings by serving as a neutral party to resolve educational concerns and model positive participation and communication.
- Prepare parents for IEP meetings by helping them understand their child's educational needs and any special education documents, and how to meaningfully participate in their child's IEP.
- Provide outreach and mentoring to parents of children (birth to age 21) with disabilities to ensure parents are knowledgeable about available resources.
- Conduct home and/or school site visits when needed with the purpose of preparing, planning, and assisting parents in the special education process.
- Transport self throughout Tulare County for work-related duties.
- Facilitate and support relationships between families of children with exceptional needs and Districts.
- Maintain records of school contacts, documentation of families and children served, reporting districts, nature of dispute, appointments, and presentations/trainings.
- Assist parents with submitting written requests as needed.
- Assist parents to understand Students' eligibility for special education services, Parents' rights, Individuals with Disabilities Education Act (IDEA), Individualized Education Programs (IEP), Individualized Family Service Plan (IFSP), 504 Plans, Student Study Team (SST) process, and participation in their children's education.
- Performs other related duties as assigned;

**Skills to:**

- communicate effectively with parents, school personnel, and service providers and maintain confidentiality.
- design and facilitate parent education programs.
- assist with resolving differences of opinion and problem solve to obtain a positive outcome.
- locate requested information.
- build rapport with parents, teachers, and administrators through active listening, accurate, respectful communication, and consideration for the feelings of all involved.
- effectively listen to parent concerns without judgement
- coach appropriate conduct and communication for meaningful meeting participation

**Knowledge of:**

- proper English grammar, punctuation, and sentence structure
- special Education Regulations (e.g., IDEA, IEP, 504 Plans, Procedural Safeguards, ADR)
- early Start Regulations (e.g., IFSP)
- community agencies and services (e.g., CVRC, Mental Health Services, ABA services, Family Resource Centers, CAC, etc.)

**Ability to:**

- understand and carry out oral and written instructions.
- meet schedules and deadlines.

- read/interpret/apply rules, regulations, policies.
- work flexible hours.
- travel throughout the county using own vehicle.
- attend meetings and conduct home visits as needed for the purpose of preparing parents for the meetings.
- regularly attend trainings for professional development
- rapidly learn methods and materials used in a variety of instructional situations.
- manually lift safely and effectively
- change and dispose of diapers and soiled garments properly

**Education Required:**

- Bachelor's degree.

**Experience Preferred:**

- Conflict resolution training.
- Personal connection and life experience with individuals with exceptional needs.
- Cross-cultural experience.
- Experience with the special education system, process, and procedures
- One year of paid or voluntary work with school aged children
- Experience working with developmentally delayed or physically handicapped children preferred
- First aid and Cardiopulmonary Resuscitation Certificate (may be required)

**Other Requirements:**

- Valid California Driver License and proof of automobile insurance.
- Department of Justice Fingerprint Clearance (upon hire).
- Must be the parent or sibling of a student or adult with exceptional needs.
- Proficient oral and written communication in Spanish and English.

FLSA Status: Non-Exempt

January 2024

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.