

Tulare County Office of Education
JOB DESCRIPTION

Job Title: Parent Liaison Coordinator (1271)

Job Summary:

Under the direction of the Assistant Superintendent, Special Services and/or designee, the Parent Liaison Coordinator assists parents who have questions or concerns about special education. The coordinator is responsible for meeting with parents, attending IEP meetings, communicating with district and county office staff, facilitating, and supporting the work of the Tulare County Community Advisory Committee (CAC) for Special Education including taking minutes, preparing agendas and overseeing various projects and committees. The Parent Liaison Coordinator is also responsible for managing the "Child Find" program to seek out children who may qualify for special education services. In addition, this position is responsible for designing and implementing programs and training which promote home/school communication and cooperation.

Job Duties:

- Supports parents of students with disabilities by aiding their comprehension of the special education system, assisting in obtaining suitable services for their children and resolving disputes with districts;
- Participating in Individualized Education Program (IEP) meetings across the county to empower parents in their effective engagement within the special education process;
- Conveying parental concerns, grievances, and perspectives to Local Education Agencies (LEAs) and Special Education Local Plan Area (SELPA) personnel to nurture constructive partnerships between parents and school staff;
- Oversee the operations, meetings, and initiatives of the CAC (Community Advisory Committee) to ensure its efficient functioning as mandated;
- Coordinating continuous "Child Find" initiatives aimed at identifying and supporting children eligible for special education services;
- Developing, arranging, and conducting educational sessions and training programs for parents to enhance their understanding of the special education process and their entitlements and encourage meaningful participation;
- Creating and distributing meeting minutes, agendas, memos, and communications for the CAC, ensuring prompt and accurate dissemination of information to committee members and the broader community.
- Maintain accurate records of discussions and alternative dispute resolution activities including numbers of families served to ensure precise information is available for state and local reporting and improvements purposes;
- Supervises and supports the efforts of the Special Education Parent Liaisons;
- 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.

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)
- Ability to pass a general physical examination

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 is 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.