

JOB DESCRIPTION

Job Title: Special Education Parent Liaison (6810)

Job Summary:

Under general supervision and direction of the Parent Liaison Coordinator, the SELPA Compliance Officer, and/or designee(s), serve as a neutral and confidential resource for families and staff in Tulare County, provide information, training, and guidance on special education topics, and support the family-school relationship. This position will foster collaborative and productive partnerships between Districts, staff, and families of children with exceptional needs.

Essential Duties:

- Serve as a liaison between the family and the school system, fostering effective communication between all parties.
- Plan, organize, and facilitate parent training and parent engagement opportunities to increase knowledge of the special education process; collaborate with parents to determine what they would like to learn.
- 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.
- Prepare and provide support during IEP meetings to ensure that the child's needs are clearly communicated and appropriately addressed.
- 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.
- Facilitate collaboration between educators, special education staff, and related service providers to ensure a coordinated approach to the child's education.
- Maintain records of school contacts, documentation of families and children served, reporting districts, nature of dispute, appointments, and presentations/trainings.
- Prepare written handbooks, compacts, guides, and other informational materials for parents, staff, and students related to the special education process, as appropriate.
- 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.
- Recruit, coordinate, and manage parent and community involvement in programs, advisory committees, and school events.
- Travel to various locations throughout Tulare County for work-related duties.
- Perform other related duties, as assigned.

Skills, Knowledge and/or Abilities:

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 using a variety of research methods;
- build rapport with students, 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;
- assist families in understanding the IEP process and their child's educational needs;
- establish priorities, meet deadlines, organize workload, and work independently;
- 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.);
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- stay up-to-date with federal and state laws, such as the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and Americans with Disabilities Act (ADA);
- understand local district and SELPA policies and guidelines related to special education;
- read/interpret/apply rules, regulations, policies;
- understand and carry out oral and written instructions;
- meet schedules and deadlines;
- collaborate and work with community representatives and various stakeholders;
- maintain confidentiality of all information related to school and student activities and records;
- work flexible hours including occasional evenings and/or weekends;
- 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.

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising other persons. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally, the job requires 85% sitting, 10% walking and 5% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Education Required:

- Bachelor's degree is required.
- Training and/or education in conflict resolution is preferred.

Experience Required:

- Two (2) years of experience within the special education system, including processes and procedures and student interactions.
- Experience in family and school relations and fostering effective communication between parties is preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.
- Direct relationship to a student or adult (parent, sibling, child, etc.) with an exceptional need is preferred.
- Bilingual in Spanish is preferred.

FLSA Status: Non-Exempt

January 2025

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.