

**Special Education Liaison**  
**New Hanover County Schools**

**Job Description**

**Class: Certified**  
**Dept: Special Education**

**TITLE: Special Education Liaison**

**QUALIFICATIONS:**

1. Bachelor's degree in Special Education.
2. Five or more years experience as a special education teacher.
3. North Carolina teaching credential in special education.
4. Valid North Carolina driver's license.

**REPORTS TO:** Director of Special Education and Related Services

**JOB GOAL:** To assist with addressing federal and state requirements regarding procedural and instructional accountability; work as a liaison with school personnel to ensure implementation of required policies and procedures affecting students with disabilities of the New Hanover County Schools.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations, including IDEA.
2. Attend building level IEP meetings to assist building level administrators in resolving issues relating to the delivery of special education services.
3. Provide technical assistance to special education classroom teachers in developing appropriate IEP's, structuring classrooms and developing behavior management plans.
4. Observe special education teachers and students to provide feedback to teams and leadership.
5. Team with support specialists, teachers, and other school personnel in the delivery of services; plan, conduct, and assist in staff development activities.
6. Serve as a special education liaison for assigned schools.

7. Support the school program, cooperate with others to accomplish its goals, coordinate program services with other student services and maintain records in accordance with established rules, regulations and ethical standards.
8. Facilitate communication among school staff, families and agencies.
9. Collaborate with various agencies supporting children (Department of Social Services, Mental Health, Office of Juvenile Justice, courts).
10. Assist with identification and implementation of best teaching practices.
11. Participate in continuing education and professional growth activities related to special education.
12. Perform related duties and responsibilities as requested by the Director and/or principal.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Ten/Eleven/Twelve month work year/FLSA Exempt

**Starting Salary and/or Grade:** State teacher salary scale

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Considerable knowledge of federal and state statutes and regulations regarding provision of services to students with disabilities.
- Ability to exercise independent judgment in determining eligibility, type of services to be provided, and placement of students with disabilities in the least restrictive environment.
- Knowledge of the principles and practices of testing and interpretation of test data.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to establish and maintain effective working relationships as necessitated by work.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.