

SCHOOL BOARD OF BRADFORD COUNTY
JOB DESCRIPTION
ESE PARENT LIAISON

QUALIFICATIONS:

1. Four-year degree or Bachelor's level.
2. Experience with computers preferred.
3. Basic clerical skills.
4. Valid Florida driver's license, if travel required.
- 5.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, develop, and implement appropriate activities. Ability to work with children, parents, teachers, and educational leaders.

REPORTS TO:

ESE Director

JOB GOAL:

To provide support to parents of students with disabilities; increase parent participation at IEP meetings; help coordinate training at the school level for parents; organize district level meetings for parent; provide transitional services; extra du assignments to ESE staffing

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. *Develop program specific brochures and disseminate them to staff and parents. Develop a parent library.*
2. *Arrange for geographical and/or program and/or age specific parent workshops and conduct them for parents. Topics to address priority needs in areas, such as transition planning, working with agencies, behavior management, teaching skills and the like. Work with school staff to increase parent involvement in workshops.*
3. *Arrange for transportation networks between parents to facilitate their attendance at Child Study Team and Individual Educational Plan meetings.*
4. *Establish an ESE Advisory Committee. Work with advisory committees and school improvement planning committees to increase meaningful parent participation.*
5. *Provide workshops for professionals on effective practices for them to work with parents. Topics to address effective two-way communications, reporting progress, conferencing and the like.*
6. *Conduct needs assessment activities with parents to determine their needs for information and training.*
7. Assist others as needed.
8. Perform other incidental tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities are Italicized

ESE PARENT LIAISON (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

This is a grant-funded position. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code