

DISTRICT SPECIAL EDUCATION PARENT LIAISON

BASIC FUNCTION:

Under the direction of the Executive Director, Student Services, or other assigned supervisor, serves as a liaison between the school district and the parents of special education students regarding the District's special education programs and activities; facilitates understanding of special education programs and objectives.

ESSENTIAL DUTIES:

Meet and make contact with parents of newly-identified students who qualify for participation in one of the District's special education programs; encourages parent interest and participation in school and program activities; advises parents regarding student placement options and accompanies them on-site visits.

Assist staff as needed in the process of identifying the needs of special education students and families.

Collect vital information from parents and staff for use in the assessment for special education services.

Assist in the planning and process of meeting identified needs of students, coordinates visits, transportation, translators, meetings, and observations.

Greet visitors, parents, and district staff in the Student Services office; answers questions and provides direction to appropriate personnel.

Provide clerical assistance to psychologists, teachers, speech and language specialists, teachers and administrators as needed.

Organize parent training and events for special education students and their families.

Publish newsletters for parents and staff including organizing and maintaining parent resources.

Assist in the enrollment of special education students into District special education programs; secures vital information from parents for use in the child's assessment placement process.

Coordinates, maintains, and disseminates complex records/logs to appropriate psychologist or speech specialist.

Maintain on-going communications and assistance with parents of children already enrolled and participate in one of the District's special education programs.

Assist in the monthly planning and organizing of meetings of the Community Advisory Committee (CAC); arranges for speakers; prepares agendas and backup materials; arranges for child care; serves as an ex-officio member of all CAC committees; prepares and sends out notices and reminders to parents.

Maintain detailed records of parent contacts, parental meeting attendance, and other forms of parent participation in school and program activities.

Provide appropriate information to the Student Services administrators, special education teachers, and other personnel relative to parent communications and observations.

Accesses and inputs information via the District's computerized records-management system.

Maintains communications with the Regional Center or other outside agencies to coordinate special education pre-school referrals.

Assists in Local Education Agency (LEA) Medi-Cal billing, maintaining billing logs and attending LEA Medi-Cal collaborative meetings.

Assists in the record-keeping and maintenance of confidential student files and records.

OTHER REPRESENTATIVE DUTIES:

Serves as a member of committees and panels related to special education.

Maintains updated information on, and communicates with various community organizations and social service agencies regarding programs and services available to special education students and their parents.

Attends and participates in a variety of meetings and training sessions.

Performs clerical duties, such as filing, duplicating, and answering telephones.

Makes telephone contacts with parents of special education students prior to the beginning of each school year relative to meeting student needs.

Provides guidance to families on open enrollment, district transfer forms, and online registration processes.

Assists and maintains department website.

Performs other job-related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to and receives direction from the, Executive Director, Student Services or other assigned supervisor.

Internal Contacts: Continuous contact with students and staff.

External Contacts: Continuous contact with parents, guardians, and families and/or representatives of the District community and outside agencies.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Understanding of parent special education procedural safeguards, rights, and responsibilities.

School district special education programs, objectives, and requirements.

Various organizations and agencies which can help to provide services for special education students and their families.

The social and ethnic make-up of the community and the fundamentals of writing and composition.

Complex record-keeping techniques.

Appropriate oral and written communication skills.

The operation of computer software.

Telephone techniques and etiquette.

Proper grammar, spelling, punctuation, and vocabulary.

Interpersonal skills; using tact, patience, and courtesy.

ABILITY TO:

Communicate effectively using all forms of communication.

Motivate parents to participate in school programs and activities.

Write creatively, clearly and effectively for various audiences.

Learn and understand school policies and procedures; as well as state and federal regulations and guidelines governing special education programs.

Understand and follow both oral and written directions.

Perform such clerical duties as filing, duplicating, and maintaining records.

Establish and maintain effective working relationships with others.

Operate office equipment, including related software and applications.

Plan, organize, and prioritize tasks.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, or use hands for fine motor tasks.
 - Prolonged standing and/or sitting.
 - Reach with hands and arms.
 - Frequently talk, hear, and listen.
 - Specific vision abilities required of a person in this job include close vision, distance vision, depth perception, and the ability to change focus.
 - Regularly lift and/or move objects weighing up to 25 pounds.
 - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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EDUCATION AND EXPERIENCE:

1. A high school diploma or equivalent, along with appropriate training to demonstrate the knowledge and skills outlined above.
 2. At least two years of experience in a public-facing role. Experience working with special education students is preferred.
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PREPARED BY:	Classified Personnel Department	DATE:09/1997
APPROVED BY:	Board of Trustees	DATE:09/1994
APPROVED BY:	Personnel Commission	DATE:10/1994
RECLASSIFIED BY:	Personnel Commission	DATE: 09/1997
REVISED BY:	Personnel Commission	DATE: 01/29/2008
REVISED BY:	Personnel Commission	DATE: 06/03/2025