

JOB DESCRIPTION

San Diego County Office of Education

SPECIAL EDUCATION PARENT LIAISON

Purpose Statement:

Under the supervision of the SELPA Region Manager and in collaboration with Special Education Program Specialists, assists in coordinating the activities of the Community Advisory Committee.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Plans and organizes the meetings of the Community Advisory Committee (CAC), by setting meeting dates, coordinating participation, and preparing and distributing meeting materials.
- Acts as liaison between parents, the CAC SELPA and the Exceptional Family Resource Center by providing information to each group with respect to program priorities and the planned activities of each.
- Plans and conducts parent education workshop sessions for parents/guardians of children with exceptional needs throughout San Diego County.
- Arranges surrogate parent training sessions, and assists Program Specialists in conducting training sessions.
- Provides support and advocacy for parents' involvement in student education, and provides support to all schools and school districts in meeting the academic and educational needs of children with exceptional needs.
- Assembles, compiles and distributes information pertinent to the families of children with exceptional needs (such as community resource information, programs or legislation), as requested.
- Provides information and assistance to school districts in the formation of active and effective local CAC's.

- Attends Parent/Professional activities as SELPA representative.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

The organization and operations of CAC's;

Federal and State regulations and laws affecting Special Education, particularly regarding the rights of parents of children with exceptional needs;

The community resources available to parents of children with exceptional needs.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Develop and make oral presentations to groups;

Establish and maintain effective working relationships with those contacted in the course of work;

Communicate effectively orally and in writing; establish effective working relationships with individuals of varied cultural/ethnic groups;

Use a computer and associated software to complete assigned tasks.

Work effectively both independently and as part of a team with minimal supervision;

Organize and prioritize work;

Exercise appropriate judgment in making decisions;

Demonstrate attendance sufficient to complete the duties of the position as required.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting. Incumbent will be required to work flexible hours within a 40 hour work week in order to accommodate evening workshops. Position requires the ability to travel from SDCOE to various locations throughout the county.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; sufficient strength to lift, move, and/or carry various items up to 25 lbs. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Formal coursework in special education, child development, public speaking or other topics related to the position is desirable but not required.

Experience: Previous involvement with a CAC, as a regular attendee or participant; or

Equivalency: A combination of education and experience equivalent to Formal coursework in special education, child development, public speaking or other topics related to the position is desirable but not required; and previous involvement with a CAC, as a regular attendee or participant.

Required Testing
N/A

Certificates, Licenses, Credentials
Valid California Driver's License

Some positions in this classification may be designated as bilingual required or bilingual preferred. All incumbents who pass a bilingual assessment in this classification are eligible for a bilingual stipend, which is issued only when all contractual conditions outlined in the Classified employee collective bargaining agreement are met.

Continuing Educ./Training
N/A

Clearances
Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 050

Personnel Commission Approved: 7/92

Revised: 6/14, 7/26, 09/26