

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Special Education Parent Liaison**

DEFINITION:

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.

REPRESENTATIVE 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.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Education, training, or experience which demonstrates possession of the knowledge, skills, and abilities detailed above. An example of qualifying training and/or experience would be: previous involvement with a CAC, as a regular attendee or participant. Formal coursework in special education, child development, public speaking or other topics related to the position is desirable but not required.

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:

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 CONDITIONS & PHYSICAL ABILITIES:

Environment:

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, more, and/or carry various items up to 25 lbs.

DISTINGUISHING CHARACTERISTICS:

Established: 7/92

Revised: 6/14

Approved by Personnel Commission: _____