

Job Summary:

The Special Education Parent Liaison is a neutral and confidential resource for families and staff in Tulare County, providing information, training, and guidance on special education topics, and supporting the family-school relationship. The Special Education Parent Liaison fosters collaborative and productive partnerships between Districts and families of children with exceptional needs and is under the supervision and direction of the Parent Liaison Coordinator and the SELPA Compliance Officer.

Job Duties:

Use a neutral approach to foster a child's success through partnership and collaboration between families and school staff.

Plan, organize, and facilitate parent training and parent engagement opportunities to increase knowledge of the special education process.

Collaborate with parents and school personnel using Alternative Dispute Resolution strategies to address concerns and/or complaints to ensure a Free and Appropriate Public Education for students with disabilities. Participate in IEPs and other meetings by serving as a neutral party to resolve educational concerns and model positive participation and communication.

Prepare parents for IEP meetings by helping them understand their child's educational needs and any special education documents, and how to meaningfully participate in their child's IEP.

Provide outreach and mentoring to parents of children (birth to age 21) with disabilities to ensure parents are knowledgeable about available resources.

Conduct home and/or school site visits when needed with the purpose of preparing, planning, and assisting parents in the special education process.

Transport self throughout Tulare County for work-related duties.

Facilitate and support relationships between families of children with exceptional needs and Districts.

Maintain records of school contacts, documentation of families and children served, reporting districts, nature of dispute, appointments, and presentations/trainings.

Assist parents with submitting written requests as needed.

Assist parents to understand Students' eligibility for special education services, Parents' rights, Individuals with Disabilities Education Act (IDEA), Individualized Education Programs (IEP), Individualized Family Service Plan (IFSP), 504 Plans, Student Study Team (SST) process, and participation in their children's education.

Performs other related duties as assigned;

Skills to:

communicate effectively with parents, school personnel, and service providers and maintain confidentiality.

design and facilitate parent education programs.

assist with resolving differences of opinion and problem solve to obtain a positive outcome.

locate requested information.

build rapport with parents, teachers, and administrators through active listening, accurate, respectful communication, and consideration for the feelings of all involved.

effectively listen to parent concerns without judgement

coach appropriate conduct and communication for meaningful meeting participation

Knowledge of:

proper English grammar, punctuation, and sentence structure

special Education Regulations (e.g., IDEA, IEP27 0 Td (e)Tj -6 >>BDC /C2_0 m uT EE x early Start Regulations (e.g., IFS

community agencies and services (e.g., CVRC, Mental Health Services, ABA services, Family Resource Centers, CAC, etc.)

Ability to:

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change and dispose of diapers and soiled garments properly

This organization is an Equal Opportunity Organization.