



NEW: Submitted:
08/07/2019 08/06/2019

JOB TITLE:	WORKER FAMILY LIAISON
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4750
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Works with exceptional child education personnel in determining which students should enter and leave Waller Environmental and supports decisions of Admissions and Release Committees (ARCs).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains close contact with teachers and students at Waller Environmental - particularly modified students

Gathers specific academic and behavioral data of students at Waller, who are eligible for return to a regular school program: academic levels in Reading, Math, Language Arts, Writing, behavior incidents, etc.

Provides information to support students in regular schools

Assists receiving teacher in implementing academic and behavioral program initially

Assists receiving teacher in opening communications with parents

Maintains contact with students and teachers of former students for a period of two (2) years

Assists receiving teacher with problems that occur during the two (2) year follow-up program

Makes observations of students who may enter Waller Environmental

Attends ARC's of those children who are possible candidates for return to regular school

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree with certification in Behavioral Disorders

Two (2) years teaching experience in behavioral disorders

Expertise in working with parents and/or training from a university in leading in parent groups

Expertise in teacher consultation

Knowledge of community supportive agencies for parents

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.