



NEW: 08/07/2019  
 Submitted: 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.