JOB TITLE:	LIAISON PARENT RESOURCE CENTER
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8318
BARGAINING UNIT:	CLAA

NEW: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES
Assumes responsibility for working in partnership with parents of children with disabilities and the Jefferson County Schools; provides information and training to parents and staff in the procedures relating to special education and resource materials on disabling conditions/special education; directs parents and staff to community resources and information. Provides leadership in designing, planning, developing, refining, implementing, monitoring and evaluating the Parent Resource Center Program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Establishes and maintains a positive working partnership relationship with parents and District personnel
Provides information and training programs for parents, staff, and other members of the community in understanding Special Education and other special education topics as appropriate
Facilitates a team effort among parents, students, and school personnel in following due process procedures; in determining eligibility for special education; and resolves problems arising in the implementation of a student's Individual Education Program
Maintains and distributes to parents and staff resource materials and information on disabling conditions and special education issues at the established Parent Resource Centers in the District
Directs staff and parents of children with disabilities to public school and community resources
Reviews and refines role and responsibilities of the Parent Resource Center in terms of annual District goals
Assumes responsibility for completing records and reports as required
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. 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.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Parent of a child with a disability
Successful experience in working with parents, community organizations, and children with disabilities and without disabilities
Successful experience in group facilitation skills, consultation techniques and problem-solving strategies
Word processing and filing skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
Training in laws and regulations governing special education
Experience in preparing for and presenting workshops on special education issues to parents and staff
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.