

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### PARENT SERVICES LIAISON

#### QUALIFICATIONS:

- (1) High School Diploma
- (2) Bachelor of Arts in Education with certification in Exceptional Student Education, preferred

#### KNOWLEDGE, SKILLS AND ABILITIES:

Provide support to parents by responding to calls/e-mails from families of children with special needs. Plan and coordinate educational opportunities and establish a parent library at each school. Knowledge of laws, rules, and policies relevant to ESE and willingness to keep abreast of changes in laws, rules, and policies relevant to ESE. Ability to interact with students, parents, agency personnel, school personnel, and administrators. Planning and organizational skills. Ability to communicate effectively --- orally and in writing. Ability to maintain confidentiality. Ability to relate to diverse populations, especially in rural areas.

#### REPORTS TO:

Director, Exceptional Student Education and Student Services

#### JOB GOAL

To provide assistance in the coordination of services for parents of students with disabilities and increase parental involvement and support by providing appropriate agency referrals, coordinating workshops, conducting parent surveys, and serving as a liaison between the School Board's district office, schools, and families.

#### SUPERVISES:

None

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Set up and chair ESE Parent Advisory Committee meetings.
- \*(2) Set up and advertise parent trainings and workshops.
- \*(3) Maintain ESE Parent/Teacher Resource Centers, educational displays, and Web Site .
- \*(4) Be available to attend IEP meetings and other meetings.
- \*(5) Disseminate information about IDEA programs and services.
- \*(6) Conduct a parent interest survey to determine parent needs for information and training.
- \*(7) Set up "Agency Field Trips" for parents.
- \*(8) Work with school staff to increase parent involvement at meetings/workshops.
- \*(9) Develop/update program-specific brochures and disseminate to staff and parents.
- \*(10) Develop/update the parent library.

**Parent Services Liaison (Continued)**

- \*(11) Conduct quarterly ESE Parent Advisory Council meetings.
- (12) Perform other tasks consistent with the goals and objectives, as deemed appropriate by the Director of ESE and Student Services.
- \*(13) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 1**

**Revised Board Approval 04/11/2017**