

SPECIAL EDUCATION LIAISON

Code No.: 5-19-065

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a liaison position in a school district responsible for coordinating the training and education of parents and students on the Special Education process, with the objective of strengthening the role parents play in the educational pursuits of their children. This position also coordinate the efforts of parents, teachers, staff and field professionals in order to increase the social, emotional and economic growth of students. The employee reports directly to and works under the general supervision of a higher level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates a school districts' Special Education training program;

Coordinates and provides parent and student training on the Special Education process so parents become more involved in their child's educational programming;

Develops an understanding of education and community programs that provide support for students and families with disabilities;

Coordinates community resources for students and their families;

Acts as a mediator for parents and school personnel to provide a better understanding of services for students with disabilities;

Helps families prepare for Individual Education Program (IEP) plans;

Attends committee meetings on Special Education to provide support to families;

Develops and maintains the Special Education support handbook;

Monitors, evaluates and reports program progress and effectiveness.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of special education programs and resources as they relate to students with disabilities; good knowledge of the rules and regulations regarding the education of children with disabilities; good knowledge of the laws and regulations involving the Individual Education Program (IEP); good knowledge of the operations for the committee for Special Education; ability to structure and conduct training or workshops; ability to organize data and produce reports; ability to communicate both orally and in writing; ability to organize and coordinate; ability to mediate between parents and school personnel; initiative; sensitivity; tact; judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Education, Psychology, Social Science, or Human Services, plus two (2) years of paid full time or its part time equivalent experience working with children with disabilities and their families in a special education program or family social services setting; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and four (4) years of experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED and TITLE CHANGE: November 4, 2010
(Formerly Special Education Parent Advocate)**