

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Parent Liaison, ESE JOB CODE: 8017
DEPARTMENT: Office of Exceptional Student Education PAY GRADE: IO
And Student/Career Services DATE: 8/15/04

BASIC OBJECTIVES

The individual will work as a liaison between the parents of students with disabilities and the school, ACCESS Center and district offices, and the community. The work is performed under the general supervision of the Supervisor of Florida Diagnostic and Learning Resources System-South (FDLRS-S).

JOB TASKS/RESPONSIBILITIES

1. Provides support services to parents of students with disabilities during the evaluation and placement process.
2. Assists with the articulation from elementary to secondary schools.
3. Provides assistance to parents and students during the transition conferences.
4. Provides assistance to parents in communicating with school, ACCESS Center and district offices.
5. Provides outreach activities designed to acquaint parents with procedural safeguards afforded under the Individuals with Disabilities Education Act (IDEA).
6. Schedules and conducts ESE "Coffee Talks" (informal discussions) at school sites, as requested.
7. Attends/participates in local, state, national training and outreach activities related to Individuals with Disabilities Education Act (IDEA).
8. Participates in various community fairs and open house events related to ESE.
9. Performs other duties as assigned by the Supervisor of Florida Diagnostic & Learning Resources System-South (FDLRS-S), and implements activities, as requested by the Division of Exceptional Student Education.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: climbing, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, talking, hearing and visual acuity. The work is performed primarily indoors. Program maybe housed at various locations and require traveling from school to school.

MINIMUM QUALIFICATION REQUIREMENTS

1. Must be a parent/guardian of a student with a disability who is currently enrolled or previously enrolled for a minimum of one (1) school year in the Miami-Dade County Public School Exceptional Student Education Program.
2. Graduation from high school or an equivalent recognized certificate.
3. Completion of two (2) years of college (or 60 college credits).
4. Knowledge of community agencies/services.
5. Evidence of ability to work effectively with diverse groups of people.
6. Some knowledge of the Family Network on Disabilities Program and willingness to participate in training.
7. Demonstration of effective oral and written communication skills.
8. Basic-level word processing computer related skills.
9. Willingness to travel and occasionally work evenings and weekends.