

FAMILY LIAISON/BILINGUAL

JOB SUMMARY

Under the direction of a certificated supervisor, assist families of special needs students in understanding the Special Education process. Attend and conduct training meetings with parents and make home visits to facilitate communications between parents, specialists, and instructional staff when appropriate. Utilizing bilingual abilities, involve family and others in development of goals and objectives which reflect their child's educational needs. Utilizing appropriate language, translate and/or interpret for non-English speaking parents/family members as required.

TYPICAL DUTIES

Inform parents of procedural safeguards regarding special education. Assist parents with the benefits/programs/services available and appropriate for their students. Refer parents to community resources, medical facilities, and public service agencies for financial, medical, and other assistance as required. Inform parents of workshops, meetings, activities or support groups appropriate to the needs surveys and evaluations of programs and services. Communicate with families to identify needs and concerns related to the school, special education, and district programs and/or policies specific to public education. Provide information regarding eligibility criteria to assist parents in locating and utilizing available resources and public services. Make home visits to assess student and family needs and provide input to teachers, support staff, specialists, and others. Provide parents with information and strategies to assist them in preparing for an IEP meeting. Facilitate collaboration between teachers and parents in developing Individualized Education Plans (IEP) for special education students. Assist parents in enrolling in CBET (Community Based English Tutoring Classes). Provide information to parents about the CBET program. Make follow-up calls to parents enrolled in CBET classes. Maintain records and logs and prepare reports. Assist in the development of parent training programs. Assist in transitioning students with special needs to regular education classrooms. Perform related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and experience involving children with disabilities and their families. Some experience working with limited or non-English speaking adults and children. Demonstrated proficiency in the appropriate second language. Personal vehicle to conduct home visits. Flexible hours required (available some evenings) to be able to attend meetings in different locations, make home visits, etc.

Knowledge of:

Community organizations, resources, and public services available for families with a special needs child. Bilingual Program/Special Education operations and general guidelines for English Learners. If appropriate, proper interpreting techniques (i.e., able to convey the idea of the source language in the target language on the spur of the moment, utilizing appropriate terminology). Proper use of English, grammar, spelling, punctuation, and speaking. Proper use of specified second language grammar, spelling, punctuation, vocabulary, etc. IEP document and process terminology. Problems, needs, and concerns of families with physically, mentally, or emotionally disabled children. Eligibility criteria and referral procedures to various agencies, medical facilities, and service organizations working with individuals and families of special needs children. Special education programs and services.

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Ability to:

Communicate effectively both orally and in writing; establish and maintain cooperative working relationships with parents, teachers, medical professionals, specialists, and others. Maintain contact and facilitate communication between school staff and parents of special needs students. Learn and appropriately interpret/translate documents requiring specialized/technical, language and become proficiently familiar with the IEP document. Maintain related records and , prepare reports. Make referrals and deal effectively with public service agencies. Accurately translate and interpret for non-English speaking adults and children, utilizing specific terminology related to special education.

LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

PERSONAL QUALIFICATIONS

Stability. Sensitivity. Flexibility. Patience. Discretion. Warm and friendly disposition and non-judgmental attitude. Self motivated.

PHYSICAL ABILITY

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screening certifying this ability.

WORKING CONDITIONS

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.