

## PERSONNEL

### **SPECIAL SERVICES COMMUNITY LIAISON**

#### **Schedule 5 Range 3.5**

#### **DEFINITION**

Under the supervision of the Director of Student Support Services, assists in public relations endeavors; assists participating students and their parents with their educational programs; acts as the liaison between the parents, service providers, and schools for coordinating and scheduling meetings; assists with office duties.

#### **ESSENTIAL FUNCTIONS**

1. Coordinate parents, service providers, and school personnel for IEP team meetings
2. Contact parents/guardians regarding availability and scheduling of IEP meetings
3. Assist parents/guardians in referrals to resources for transportation to IEP meetings
4. Coordinate and notify service providers and outside agencies of IEP meetings
5. Maintain student records in online IEP system and in district files
6. Assist the Speech Pathologist in preparing materials
7. Assist in transitioning students to and from speech sessions
8. Coordinate the scheduling and service of online speech therapy sessions
9. Perform clerical functions: i.e., file, collate, type, data input, scheduling, etc.
10. Maintain a clean and orderly work environment

#### **EMPLOYMENT STANDARDS**

High School Diploma, G.E.D. or equivalent and one year of customer service, clerical, general computer and office experience related to the area of assignment; or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential functions of the job.

#### **ADDITIONAL REQUIREMENTS**

The Special Services Community Liaison will have knowledge of:

1. Correct English usage, spelling, grammar and punctuation
2. General needs and behavior of children, parents, and community
3. School policies and practices

The Special Services Community Liaison will have the ability to:

1. Establish and maintain cooperative and effective working relationships with adults and children
2. Work and communicate effectively with parents, students, and staff members
3. Perform a variety of routine clerical work
4. Understand and follow oral and written directions

## PERSONNEL

5. Analyze situations accurately and adopt an effective course of action; establish and maintain the confidence and cooperation of persons contacted in the course of work
6. Work with students, staff, parents, and community tactfully and courteously in situations requiring diplomacy and firmness
7. Must be able to observe confidentiality of records and situations
8. Follow oral and written instructions
9. Exercise good judgement and react with flexibility, creativity and sensitivity to changing situations and needs
10. Must possess a positive attitude towards children, families, community members and staff

## PHYSICAL REQUIREMENTS

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

- |               |                 |                  |                 |
|---------------|-----------------|------------------|-----------------|
| 1. Seldom     | = Less than 25% | 3. Often         | = 51% - 75%     |
| 2. Occasional | = 25% - 50%     | 4. Very Frequent | = 76% and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations
- 2 b. Ability to stand and circulate for extended periods of time and ascend and descend steps
- 4 c. Ability to see for the purpose of reading laws and codes, rules, policies, and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation
- 2 f. Ability to bend and twist, kneel, and stoop
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach in all directions

## TERMS OF EMPLOYMENT

1. 184 work days annually
2. DOJ fingerprint clearance and current T.B. clearance

Adopted: