

PARENT NETWORK LIAISON COORDINATOR

DEFINITION

Provides liaison services to parents and District staff by assisting with the implementation of the Chanda Smith Consent Decree.

TYPICAL DUTIES

Develops and conducts special education workshops for parents and staff that include training in special education rights, responsibilities, programs, services, and procedures.
Investigates, identifies, and obtains appropriate training resources.
Reviews, interprets, and imparts information regarding District policies and procedures relevant to special and general education to parents and staff.
Compiles data and prepares reports for the Superintendent's (Chanda Smith) Implementation Team, the Board of Education, and parent committees.
Directs the work of Parent Community Facilitators in regard to case load organization.
Acts as resource person and mentor to Parent Community Facilitators.
Maintains records of parent and staff contacts, including information regarding issues raised and solutions to problems.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Parent Network Liaison Coordinator provides training and acts as a resource to parents and District staff, including Parent Community Facilitators, regarding the Chanda Smith Consent Decree.

A Parent Community Facilitator assists the certificated administrator in the organization of meetings and acts as a resource to parents and District staff regarding the Court-ordered Integration Program and categorical programs.

SUPERVISION

General supervision is received from the Parent Resource Network Specialist. Work direction may be provided to Parent Community Facilitators and other individuals involved in the implementation of the Chanda Smith Consent Decree. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Requirements of the Chanda Smith Consent Decree
Individualized Education Program (IEP) process
Individuals with Disabilities Education Act (IDEA)
Conflict resolution and mediation training
Methods of developing training courses
Various methods of presenting ideas to a nonhomogeneous audience
Special education programs, services, and procedures

Ability to:

Communicate effectively, persuasively, and tactfully
Work cooperatively with District staff and parents
Present workshops and train others in Chanda Smith requirements
Interpret and explain laws, rules, and policies as they relate to the Chanda Smith Consent Decree
Compile and analyze data
Write clear, concise reports
Use a personal computer

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably including courses in the social sciences. Qualifying experience as a representative for parents in special education situations in addition to that required below may be substituted on a year-for-year basis for the required education.

Experience:

Six months experience as a representative for parents in special education.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTE

Preferably be a parent of a student in the Los Angeles Unified School District.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.