

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PARENT LIAISON EXCEPTIONAL CHILDREN'S PARENT ADVISORY COUNCIL**

#### **GENERAL STATEMENT OF JOB**

Under the supervision of and reporting to the office of Exceptional Children, promotes advocacy for families of children with special needs. Responsibilities include directing parents to appropriate resources and services within the Guilford County School System and the greater community; serving as liaison to the county-wide PTA Council and Guilford Parent Academy, disseminating information to volunteers; representing Exceptional Children's Services on individual PTAs; developing training events and materials for families of exceptional children; and assisting families with issues related to the care and/or education of their children with special needs by referring them to appropriate parties within the Guilford County School System.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Act as a point of contact for families of children with disabilities. Refers parents to appropriate parties within the Guilford County School System and directs families to appropriate community resources and organizations.

Serve as liaison to the Exceptional Children's Parent Advisory Council as an ex-officio member. Attend monthly ECPAC meetings and convey information between the ECPAC, Parent Teacher Associations, and the Exceptional Children's Office including Preschool Special Education Services.

Assist parents in accessing information about educational programs serving exceptional children via a lending library of information on children with disabilities.

Advocate for the inclusion of all students with disabilities in Guilford County School activities.

Promote awareness of child advocacy issues, such as accessibility of playground equipment and other outdoor fixtures; and adequacy and accessibility of school libraries, understanding parent rights, the evaluation process, the IEP etc.

Assist EC staff in coordinating parent-training events at individual schools and in community settings.

Develop familiarity with agencies and organizations within Guilford County and the State of North Carolina that offer resources and/or services to children with disabilities and their families.

## **PARENT LIAISON - EC**

Represent the Exceptional Children's Office during community and school-related events and functions.

### **ADDITIONAL JOB FUNCTIONS**

On a monthly basis, provides to immediate supervisor a log of contacts and activities. Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in a related field with at least 1 year experience in child development or family relations work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be the parent of a child with a disability who receives/has received services through the Guilford County School System.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors. Requires ability to maintain professionalism and confidentiality regarding matters related to families served.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain

## PARENT LIAISON - EC

procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

## KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of philosophies, goals, objectives, and policies of the Family Resource Center and associated programs.

Considerable knowledge of a variety of community and human services agencies and resources.

Considerable knowledge of eligibility requirements and screening procedures of area resources.

Considerable knowledge of parent education and outreach practices and programs.

Considerable knowledge of the values of System of Care.

Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of the principles of organization and administration.

Working knowledge of the principles and practices of education administration.

## **PARENT LIAISON - EC**

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to plan and conduct training/information sessions.

Ability to council parents and/or guardians regarding their children.

Ability to research program documents and narrative materials, and to compile reports from information gathered.

Ability to maintain complex schedules, records and files.

Ability to make administrative decisions in accordance with laws, ordinances, regulations and school system policies and procedures.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with school officials, parents, and the general public. Ability to maintain confidentiality toward issues encountered in service to children and families.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

## **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.