

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Special Education Home-School Liaison - Family Resource Center	FLSA:	Non-Exempt
Department/Site:	Special Education	Salary Schedule	Classified
Reports to/Evaluated by:	Director, Special Education	Salary Grade	09

SUMMARY

Implement and coordinate services to provide parent-to-parent support to families of children with developmental delays ages birth to three years through the Clovis Unified School District Family Resource Center.

NATURE AND SCOPE

Supervised by the Assistant Director of Special Education.

DISTINGUISHING CHARACTERISTICS

The Special Education Home-School Parent Liaison for Family Resource Center requires knowledge of developmental disabilities and community resources; experience working with young children and their families; and interpersonal skills required to establish and maintain positive relationships between education staff and families. The Family Resource Center is a grant in collaboration with Fresno Unified School District, Clovis Unified School District, Fresno and Kings County Office of Education.

ESSENTIAL TYPES OF DUTIES (Examples)

Responsibilities and duties may include, but are not limited to the following:

1. Provide parent-to-parent support through personal contacts within the home and/or hospital.
2. Receive referrals and respond to request for resource information and parent support.
3. Enlist the support of parent volunteers (including interpreters), encourage parent leaders, and develop a parent network.
4. Develop channels of communication between the District, families, and relevant community agencies.
5. Assist in the development and presentation of parent workshops for families on topics of interest to families of infants and toddlers with special needs.
6. Assist in the facilitation of parent support groups.
7. Participate in personnel development activities as trainee and trainer.

8. Participate in public awareness activities at the Family Resource Center or during community events (health fairs, etc.) which may include evening and weekend hours.
9. Maintain logs of parent contacts, resources distributed, support groups, parent workshops, etc.
10. Maintain Family Resource Center Parent Library, to include the identification of additional materials to order.
11. Maintain activity log and travel expenses.
12. Participation in on-going implementation and evaluation of the Family Resource Center Plan.
13. Attend required Fresno Early Childhood Coalition and Community Advisory Committee meetings which may be after school hours.
14. Locate and develop a core of volunteer parents.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of children with developmental delays. Must have working knowledge of relevant public and private community agencies and resources. Must possess effective communication skills, both oral and written. Requires knowledge of informational sources for individuals with disabilities. Must have knowledge of Clovis Unified School District and the community, by being an established resident within the district.

Abilities: Must be able to communicate effectively with families of children from birth to age three with a variety of disabilities, as well as diverse social and economic backgrounds. Must be able to win the confidence of the people contacted in the course of work. Requires the ability to organize parent and family volunteers and exercise sound judgment and initiative.

Education and Experience: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Successful experience working with the public or in a school setting.
- Experience with children with developmental delays.

Training:

- Equivalent to completion of the twelfth grade.

Licenses or Certificates: Possession of an appropriate, valid driver's license.

All parents are encouraged to apply