

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

PARENT LIAISON

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Knowledge of Exceptional Student Education services
- Knowledge of parent organizations and support agencies
- Ability to use a computer
- Ability to work well with others

Performance Responsibilities:

- Provide support by responding to calls from families of children with special needs
- Maintain a log of parent contacts
- Initiate phone contact with families as necessary
- Coordinate parent referrals
- Produce a quarterly parent newsletter
- Coordinate and plan educational opportunities for families and service providers on family/professional partnerships
- Participate as a member of a co-training team
- Continue professional growth through educational meetings, workshops and by reading educational literature
- Perform other duties assigned by the Director of Exceptional Student Education and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Exceptional Student Education and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and/or administrative designee

Terms of Employment:

11-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level R

Job Code:

61022

Board Approved: 12/19/00

Revised: 12/13/05, 02/20/07, 01/20/09, 05/17/11, 06/25/19