



JOB DESCRIPTION

JOB TITLE: **Community Education Student Support Services Liaison**

Position Type: Classified	Department: Community Education
Salary Schedule: Classified	Reports to: Community Education Director
Salary Range: Range 36	
Term of Employment: 10 months	Date: June 29, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To serve as the Community Education liaison for student supports and services with schools by assisting staff in helping students with disabilities access the Community Education programs. Provides guidance, support, and monitoring for Community Education and other personnel in determining the appropriate accommodations for students enrolled in Community Education programs. Oversees compliance and training as it pertains to Community Education staff including adherence to Department of Health Services Childcare Licensing regulations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Demonstrates knowledge and supports staff in aligning, understanding and implementing federal, state, District and departmental policies, procedures, and processes regarding special education.
- Is knowledgeable about IDEA '04, Section 504, the IEP process and ADA requirements, and acts in accordance with those requirements.
- Conducts intake meeting/conference with guardian to determine necessary accommodations needed in the program.
- Collaborates with campus administration and staff for the planning, coordination and evaluation of accommodations/modifications for students.
- Attends and assists educational teams during DIR (Ducks in a Row) and IEP meetings as needed to ensure all district and departmental policies, procedures and processes are followed.
- Assists educational teams with developing the Student Support Plan process as needed.

- Follows district policies and procedures to ensure compliance and to meet deadlines.
- Keeps up to date regarding current special education laws, and coordinates or provides training to staff as needed.
- Holds Community Education staff accountable for special education process and compliance for the students they serve, checking on a continuous basis to ensure accommodations are being followed.
- Acts as an advisor regarding compliance issues regarding suspensions, expulsions, and Manifestation Determinations of students in Special Education attending Com Ed programs.
- Maintains complete & current student records that pertain to Community Education and protects their FERPA/Student rights.
- Creates a process to provide teacher information sheets and Behavior Intervention Plans to Community Education teachers/staff who instruct or deliver services to the student.
- Monitors implementation of accommodations for students with disabilities in Community Education programs.
- Ensures the campus provides Child Find information (ensures Child Find information is provided on their assigned campus).
- Works with all consultants to provide seamless supports to buildings/programs.
- Assists to implement professional development to buildings/programs with regards to current research, best practices, new strategies and techniques to work with a diversity of students as identified by the individual building/programs.
- Trains and works in conjunction with staff regarding accommodation plans.
- Maintains open lines of communication between Community Education, buildings and Student Support Services and parents.
- Provides input to Community Education regarding evaluations of staff
- Works with Student Support Services' Leadership Team to coordinate resources and supports for each building as needed.
- Serves as a liaison of the District Office Community Education when requested by Student Support Services for IEP meetings when there is a conflict or legal issue.
- Shows evidence of collecting, analyzing and disaggregating data for the purpose of implementing student plan to improve student achievement and behavior.
- Recommended materials and resources are age/grade appropriate for disability.
- Designs and achieves a yearly Professional Development Plan in conjunction with the Community Education evaluator.
- Must meet any additional specific job requirements as indicated by Community Education.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises students as needed.
- Supervises any assigned parent volunteers or chaperones.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification and/or Arizona Department of Health Services licensing requirements.
- Valid Arizona teaching certificates in general education and/or special education required. Dual certification in general education and special education, preferred.
- Must attain SEI endorsement as required by Arizona Department of Education.
- Administration certification, preferred.

EDUCATION AND/OR EXPERIENCE:

- Must have a Bachelor's degree (BA) or a Master's Degree (MA) from a four-year college or university. Master's Degree, preferred.
- Must know Special Education law and district procedures.
- Must be experienced in leadership, Professional and Collaborative skills.
- Successful experience as a classroom teacher for a minimum of three years.

- Experience in implementing accommodations and modifications for students identified as having special needs is required.
- Thorough knowledge of IDEA and the IEP process, and district procedures regarding special education is also required.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.