

Suggested Roles and Responsibilities for Special Education Parent Liaisons

- Encourage the flow of information between school-based PTAs, the SEPTA (Special Education PTA), the PRC (Parent Resource Center) and ASEAC (Arlington Special Education Advisory Committee), as well as any other parent-based groups. Ideas for making such sharing possible may include:
 - Attending school-based PTA meetings, as well as SEPTA and ASEAC meetings.
 - Attending PRC-sponsored workshops, presentations, and meetings.
 - Disseminating and/or posting flyers describing SEPTA, PRC, and/or ASEAC-sponsored events.
 - Providing school-based newsletter editors and administrators with timely special education updates, articles, flyers, announcements, and/or articles for inclusion in school newsletters and/or email announcements.
- Serve as a school-based contact person for staff and families of students with disabilities. Ideas for facilitation may include:
 - Meeting with school-based administrators in order to generate ideas related to building school community, supporting staff, and helping families connect with building resources.
 - Encouraging the building of school-based positive, collaborative relationships via the planning of social activities (coffees, etc.).
 - Sharing school-based community needs with SEPTA, the PRC, and/or ASEAC.
 - Referring families to the PRC.
- Coordinate and host PRC workshops at home schools, such as “Understanding Special Education,” “Becoming an Active Member of Your Child’s IEP Team,” and/or “Easing the Transition from High School to Postsecondary Education for Students with Disabilities.”
- Arrange for the PRC to provide a brief PRC overview at school-based PTA meetings and/or other social gatherings.
- Serve in an advisory capacity to SEPTA and the PRC, providing ideas for trainings, materials development, outreach activities, etc.
- Attend a once or twice/year gathering of all Special Education Parent Liaisons, hosted by SEPTA and the PRC.
- Aid in the identification of future volunteers who may want to participate in the Special Education Parent Liaisons program.