



Liasion, Special Education

Reports to:	Director	FLSA Status:	Exempt
Department:	Other Instructional Personnel	Structure/Grade:	E-Schedule
Division:	Student Services	Workdays:	190
Retirement:	Teachers Retirement System		

Position Summary

Develops and delivers training in classroom management and instructional strategies. Provides support for students with disabilities, helping to effectively address the diverse needs of students and to assist school-based staff. Performs work independently under moderate supervision, applying foundational knowledge to perform the job effectively.

Essential Job Duties

- Serves as a mentor and coach to enhance teacher performance and student achievement.
- Develops, models, and provides training for Lead Teachers in Special Education and other instructional staff.
- Trains and mentors new teachers and staff to ensure they possess essential skills and knowledge.
- Adapts and modifies instructional materials and strategies to accommodate diverse student needs.
- Identifies and resolves minor problems as they arise.
- Suggests minor modifications to processes as appropriate to enhance the performance of the department.
- Performs additional duties as assigned.

Qualifications

- Bachelor's degree from a Georgia Professional Standards Commission approved accredited college or university in the relevant educational field required.
- Valid Professional Standards Commission approved teaching certificate in the appropriate educational field required.

Knowledge, Skills, and Abilities

- Foundational knowledge and understanding of principles required to perform the job effectively
- Understanding of pedagogy and andragogy principles
- Understanding of special education laws and regulations
- Good computer skills, and the ability to use all relevant hardware and software
- Effective oral, written, and interpersonal communication skills
- Strong diplomatic and conflict management skills



- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to establish and maintain effective working relationships with a variety of constituents
- Ability to work independently under moderate supervision

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 1/22/2026