Job Description

Job Title: Parent Mentor

**Summary:**

The Objective of the Parent Mentor Project is to be a partner in creating a system of services and resources within school districts and communities to support families of children with disabilities. Through interaction and communication with families, school staff and the greater community, partnerships and alliances may develop in support of children and youth with disabilities.

***Parent Mentors serve as a resource and liaison between families, school staff and the community.***

Through an understanding of special education processes in the district and personal experience, Parent Mentors support families to become meaningfully engaged in their child’s education. An understanding of parent notice, evaluation team reports and IEPs ensures that families receive accurate, basic information about the supports and services for children with disabilities. Providing assistance to families in understanding the questions to ask and the information to request, as well as sharing parent perspectives in meetings with school staff, will support common understanding, mutual respect and trust.

***Guiding families to identify immediate needs as well as looking to what will best serve the child in the future will facilitate meaningful development of IEPs.***

Special education is designed to meet the individual needs of children with disabilities. However, at various points of a child’s development there are essential areas of focus. Support to families with young children with disabilities in understanding the importance of early language and literacy development is a priority focus area, as is assisting parents of youth with disabilities in understanding post-secondary transition planning and implementation.

***Engaging with community agencies and resources in providing services to children with disabilities and their families is critical to the work of Parent Mentors on behalf of the families, children, and educators they serve.***

Promoting collaboration among community resources, schools and families fulfills the purpose of the project by proactively supporting common initiatives on behalf of children with disabilities and addressing concerns at an early stage and promoting collaborative problem solving when concerns are identified.

The district works in collaboration with the Parent Mentor to assure that these purposes are met. The project has a specific focus in its design and intent. Working within these guidelines assures alignment with the mission of the Office for Exceptional Children (OEC) and the objectives of the Parent Mentor project.

**Essential Duties and Responsibilities**:

* 1. Implement services as outlined in the project;
	2. Submit project evaluation data for the district and the Office for Exceptional children, upon request;
	3. Attend statewide conferences, regional Parent Mentor meetings, and other networking opportunities;
	4. Establish with the District Representative a professional development plan aligned with the particular needs of the district;
	5. With the District Representative, screen and distribute materials/resources to parents of children with disabilities and district personnel to improve student achievement with a focus on early literacy and other areas of identified need;
	6. Provide, organize and/or conduct workshops or training and provide ongoing technical assistance to parents, district personnel and community members;
	7. Promote Parent Mentor services within the school district and community (e.g., establish parent support groups and/or support parent networking as needed, help parents find and access community resources);
	8. Attend ETR/IEP-related meetings at parent or district request;
	9. With District Representative, promote a program of compliance with current IDEA regulatory requirements, Ohio Operating Standards for the Education of Children with Disabilities, and local policy relating to student services; and
	10. Develop and maintain parent and professional partnerships, including serving as a liaison with other Parent Mentor associations and related organizations to promote collaboration and improve student achievement.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

1. Project Management – Coordinates projects;
2. Customer Service – responds to requests for service and assistance; meets commitments;
3. Interpersonal – maintain confidentiality;
4. Team Work – contributes to building a positive team spirit;
5. Ethics – works with integrity and ethically;
6. Organizational Support – follows policies and procedures; completes administrative tasks correctly and on time;
7. Adaptability – adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events;
8. Attendance/Punctuality – is consistently at work and on time;
9. Dependability – takes responsibility for own actions;
10. Planning/Organizing – Prioritizes and plans work activities; uses time efficiently;
11. Professionalism – treats others with respect and consideration regardless of their status or position;
12. Accepts responsibility for own actions; follows through on commitments;
13. Quality – demonstrates accuracy and thoroughness; applies feedback to improve performance;
14. Quantity – meets productivity standards; completes work in timely manner.
15. Safety and Security – Observes safety and security procedures; uses equipment and materials properly.

**Qualifications:**

1. Is a parent of a child with a disability;
2. Is employed at a minimum of .5 full time equivalency (FTE);
3. Is a member of the community or has knowledge of the community served by the project;
4. Has experience with leadership in the parent community;
5. Has experience in and knowledge of special education systems and processes;
6. Demonstrates excellent communication skills;
7. Collaborates with various professionals and school officials to meet the needs of families of children with disabilities;
8. Knows about support systems in the community; and
9. Has experience in facilitating training or providing parents with resource information.

**Interested parties should contact Donna Cook at (440)477-5309 or donna.cook@geaugaesc.org**