

Parent-Educator Resource Center Parent Coordinator/Trainer

Job Description

Qualifications

1. Parent of a student with a disability (optional).
2. High school diploma or equivalent.
3. Trained or willing to be trained in PERC Team training.
4. Ability to read, write, compute and communicate.
5. Demonstrated ability to relate to adults, students and parents in a positive and supportive manner.
6. Demonstrates proper usage of written and spoken grammar.
7. Ability to work in a team manner.
8. Demonstrate knowledge of the special education process, IDEA, and State Board Policy 2419: Regulations for the Education of Exceptional Children.
9. Demonstrate knowledge of applicable regulations regarding confidentiality.

Immediate Supervisor: Director of Special Education

Duties and Responsibilities

1. Perform management functions of parent coordinator.
 - a. Work with the parent educator to develop annual action plan based upon training evaluation data, parent surveys, and comprehensive needs assessment.
 - b. Meet weekly with educator to discuss programs and services.
 - c. Maintain detailed documentation of PERC activities.
 - d. Attend appropriate regional and state meetings regarding PERCs.
2. Public Relations
 - a. Provide parent training and referral information through PERC programs, individual consultation, and/or home visits.
 - b. Provide resource information to teachers and other educators.
 - c. Disseminate information to the public and community agencies.
 - d. Produce and disseminate PERC newsletters and brochures.
3. Maintain and update the resource information system.
 - a. Organize and maintain the lending library.
 - b. Collect, maintain, and disseminate information to parents and teachers of exceptional children.
4. Conduct parent survey.
 - a. Disseminate annual parent survey and compile results.
5. Provide training for parents, teachers, and students.
 - a. Attend "Train the Trainer" workshops to develop and maintain knowledge and presentation skills.
 - b. Develop, organize, and maintain training materials.
 - c. Work cooperatively with PERC educator to plan and implement training sessions.
6. Perform other job-related duties as assigned by the Director of Special Education.