

PARENT RESOURCE CENTER EDUCATOR/TRAINER

Job Description

Qualifications:

1. Hold a valid West Virginia teaching certificate as set forth by the West Virginia State Board of Education in Minimum Standards for the Licensure of West Virginia School Personnel. The certificate must be endorsed in an area of special education.
2. A minimum of three years of special education teaching experience.

Immediate Supervisor: Director of Special Education

Duties and Responsibilities:

1. The primary responsibility of the Educator/Trainer is to co-direct a Parent/Professional Resource Center which includes consultation to parents (including parents of preschool children) and professionals concerning any area of need for the child, family, or professional.
2. To assess the needs of parents of special needs children and professionals who provide early childhood services by developing a needs assessment, disseminating it to them, and compiling the information.
3. To develop workshops in response to identified needs.
4. To provide parent/professional training using Understanding Special Education workshops and other materials familiarizing personnel and parents with laws and regulations concerning preschool legislation.
5. To identify, compile, and organize information about community resources on the local, regional, state, and national levels which are available to children and their families.
6. To compile parent information packet for dissemination to parents of newly referred children.
7. To conduct home visits to parents as needed.
8. To be informed on issues related to parents and handicapped children birth to five and six through twenty-three years of age.
9. To establish parent groups for the purpose of linking public school parents.
10. To provide information for the development of parent groups for the purpose of linking public school parents.
11. To be an advocate for parents and school district in the education of handicapped children.
12. To be responsible for confidentiality of all records and school-related matters.
13. To perform other duties as assigned by the Director of Special Education.

Jackson County Board of Education
August 13, 2010