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| Qualifications: | <p>High School Diploma/equivalent or greater earned degree</p> <p>Effective oral and written communication skills</p> <p>Established working relationship with a school system</p> <p>Experience – parent of a child with a disability; knowledgeable about the special education system and the support services available in the community; previous experience in providing parent information and/or training</p> |
| Reporting To: | Director of Special Education Services |
| Job Goals: | To provide leadership and service on behalf of students with disabilities and their families |
| Performance Responsibilities: | <ol style="list-style-type: none"> 1. To promote and model effective collaboration among parents, district personnel and representatives of community agencies; 2. Describe and explain special education programs offered by the school district; 3. Explain the IEP process and the parents' role in the development of the IEP; may include attending IEP meetings with parents until they are familiar with the process; 4. To explain laws, rules, and policies of the district in ordinary language; describing parents' rights; 5. To explain the evaluation and assessment process; 6. To organize and/or conduct workshops for parents and educators; and 7. To produce and maintain appropriate records, logs and documentation. |
| Physical/Mental/ Work Hazards | Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping. |
| Travel Requirements | Travel to school buildings, city/state agencies and professional meetings as required. |
| Evaluation: | Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel. |

February 2022