

JOB DESCRIPTION

JOB TITLE: Parent Coordinator
REPORTS TO: Director of Special Services
DEPARTMENT: Special Education Support Staff

I. NATURE AND SCOPE OF JOB:

To be a facilitator of cooperation between parents of special education students and the special education department.

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Follow-up with parents after initial referral and Parental Notice and Consent have been sent home.
2. Talk to and answer any questions parents may have.
3. Attend Eligibility Determination meetings as needed.
4. Visit with parents prior to IEP meetings and discuss what to anticipate.
5. Attend IEP meetings with parents.
6. Work to encourage parent participation in educational process.

B. Non-Essential Functions:

1. Follow-up on any questions parents may have.
2. Work with parents and staff to communicate fears/wants, etc.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Possess inter-personal skills/abilities
2. Be a good listener and articulate communicator

A. Knowledge, Skills and Mental Ability, continued:

3. Ability to control emotions while being supportive.
4. Ability to maintain complete confidentiality regarding all information.
5. Ability to build a good rapport with staff and parents while maintaining a "pro" special services philosophy.
6. Ability to organize time, children and schedules.
7. Ability to be self-motivated without being pushy.

B. Education, License, Certification or Formal Training:

1. Understand IDEA Rules and Regulations.
2. Understand and follow the chain of command.
3. Understand programs available in Carbon County School District One.
4. Understand the terminology used by special services staff.

C. Equipment Used:

Telephone Computer Copy Machine

D. Physical Demands:

1. Ability to sit in lengthy meetings.
2. Maintain a flexible schedule.

E. Environmental Demands:

1. Ability to work in group settings.

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

01/07/03