EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Special Education Family Engagement Coordinator
Department	Special Education
Reports To	Director of Special Education
Classification	Non-Affiliated
Location	
Salary	On Schedule
Length of Contract	204 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Special Education Family Engagement Coordinator provides leadership to families and/or guardians of students with disabilities. This Coordinator will provide resources and support and assist in a cooperative effort with parents, guardians, family members, teaching staff, building principals, and coordinators. The Special Education Family Engagement Coordinator will assist in developing opportunities for children with disabilities, support family engagement, and collaborate with school staff.

Essential Job Functions

- Plan, organize, and execute the responsibilities pertaining to special education family engagement.
- Articulate and communicate parent, guardian, and family input pertaining to their student with principal, staff, and community agencies.
- Establish long-range and immediate objectives and strategies for special education family engagement.
- Complete all required evaluation activities, data collection, and recording in a timely manner
- Demonstrate ethical behaviors to foster a relationship with parents, guardians, and families of students with disabilities, which encourages their participation in the learning experiences of the child.
- Promote parent, guardian, and family participation in school activities.
- Develop and use a variety of resources to support special education family engagement activities.
- Participates in parent, guardian and family conferences and IEP meetings when necessary.
- Conducts direct training of parents, professionals, organizations, and others and facilitates and presents information to adult learners.
- Provides information to parents, guardian, and families with respect to support services available within the district and community.
- Coordinates and develops collaborative partnerships with the community and other stakeholders.

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Ancillary Job Functions

- Participates in grant writing activities upon request from the Director of Special Education.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor's degree in Social Work, Counseling, Education, or related field.
- Experience working with families with children with disabilities or special health care needs.
- Successful experience in a leadership role.
- Mandt certified or must obtain certification as soon as practical after hire.
- Family Service Credential or must obtain certification as soon as practical after hire.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Prior experience collaborating with community agencies.
- Training through statewide organizations such as WI FACETS (Wisconsin Families and Children Education Training and Support) or the WSPEI (Wisconsin Statewide Parent Educator Initiative).

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Strong organizational, planning and time management skills.
- Broad and current knowledge in the areas of special education programming, law and procedures, Special Education IEP Process, Transition Programming.
- Excellent writing and public speaking skills.
- Excellent leadership skills.
- Ability to travel to multiple District buildings in compliance with District driving policy.
- Ability to work a flexible schedule including work as directed outside of the school calendar.
- Ability to facilitate groups.
- Outstanding problem solving and conflict resolution skills.
- Strong ability to collaborate effectively with individuals and groups.
- Ability to interpret and communicate learning programs to parents, guardians, and families.
- Ability to clarify school policies to help parents, guardians and families understand the educational program.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment.
- Community based and family home environments.

- Moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids, hazardous traffic conditions, or fumes/airborne particles.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Frequently required to sit and work at a desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- Regularly required to drive to other locations.
- May occasionally be required to lift up to 20 pounds; rarely up to 50 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.