



## **Job Announcement:**

### **Parent Training and Information Center (PTI) – Parent Resource Coordinator**

WA State's Parent Training and Information (PTI) center has two opportunities to join its statewide team! We are seeking team members knowledgeable about WA State's K-12 Special Education system who are effective in providing training primarily to adult learners and being a collaborative partner with others in various systems for children with disabilities. We hope you will consider applying to join this dedicated, passionate team to empower families and individuals with disabilities.

**Position Summary:** The Parent Resource Coordinator (PRC) primarily supports parents, youth, caregivers, and families with children in the special education system grow their knowledge and skills. To accomplish this, the PRC obtains, expands, and continuously improves their knowledge and training abilities as it relates to children with disabilities to include Early Intervention, Special Education, and career and college readiness systems. The PRC provides informational resources, training, one-to-one support, as needed, and facilitates collaborative partnerships with local, regional, and state nonprofits, for-profit, and government entities and their representatives for system change.

#### **Required Qualifications:**

- Minimum of a High School Diploma or GED; AA Degree or a combination of experience and employment that is commensurate with the preferred qualifications
- Be a parent/guardian or a family member of a person with special needs, living or deceased
- Knowledge of Rules and Regulations regarding implementation of the Individuals with Disabilities Education Act (IDEA), Section 504, and the related WAC's/Laws associated with the provision of special education and early intervention services and youth transition services
- Presentation, public speaking, and/or training experience
- Experience in using Microsoft Office Suite and social media or ability to learn the required technology for this position
- Demonstrated ability to work effectively with individuals of diverse economic, ethnic, and social backgrounds
- Valid Washington Driver's License and proof of insurance.
- Pass a Background Check (Click on the following link to visit the DSHS/DDA Secretary's List: <http://apps.leg.wa.gov/wac/default.aspx?cite=388-113-0020>)

#### **Preferred Qualifications:**

- Resident of Southwest and/or Southeast part of WA (e.g. in and around Spokane and/or Vancouver, WA)
- Bachelor degree or a combination of experience and employment that is commensurate with the responsibilities
- Ability to successfully build partnerships for systems change

Salary Range:

If part-time is preferred: \$12,000- \$15,600 OR full-time: \$24,000 – \$ 31,200

Travel: Regional travel is required for these positions to provide support with families and local meetings for statewide systems change.

To Apply:

Send an email with a cover letter, resume and completed PAVE application to [jobs@wapave.org](mailto:jobs@wapave.org). The subject line should read “PRC – Last Name.” Only qualified applicants who submit all three elements by email will be considered for an interview. Open until filled and submission is encouraged by March 13, 2017.

For a complete job description and PAVE application click the following link:

<http://wapave.org/contact-us/employment-opportunities/>

To learn more about parent centers, click on the following link:

[http://www.parentcenterhub.org/wp-content/uploads/repo\\_items/bp3.pdf](http://www.parentcenterhub.org/wp-content/uploads/repo_items/bp3.pdf)

PAVE is an EEO employer. PAVE values diverse perspectives and life experiences. The organization encourages people of all backgrounds to apply, including parents of individuals with disabilities, people who are bilingual, people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.

*It is the policy of PAVE that all of the programs, employment practices, and activities of the organization or any of its contractors, vendors, grantees, or volunteers will be conducted without regard to any person's race, color, national origin, marital status, disabled or Vietnam era veteran status, sex, disability, religion, creed, age, sexual orientation, HIV/AIDS, or any other protected class.*