PARTNERSHIPS FOR ACTION. VOICES FOR EMPOWERMENT.

800-5-PARENT - 253-565-2266 - WWW.WAPAVE.ORG

Job Description: Parent Training and Information (PTI)

Title: **Parent Resource Coordinator** Reports to: **Program Director**

Position Summary: The Parent Resource Coordinator (PRC) primarily supports parents, youth, caregivers, and families with children in the special education system to 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**.**

Job Responsibilities

Special Education Support and Training:

- Provide presentations and workshops in-person, via webinars and/or low-tech conference calls for parents, youth and other professionals.
    - Identify needed topics and sites in collaboration with local groups/agencies.
    - Assist with dissemination of marketing materials (i.e. share emails, hand-deliver flyers, post on Social Media, etc.) in coordination with PAVE's Communication Coordinator.
    - Assure sign-in of attendees and evaluations are disseminated and recorded.
    - Prepare and submit workshop summaries as needed.
- Support and assistance so that parents, caregivers, youth, and family members learn, grow and develop skills to effectively advocate for their educational needs.
- Attend and/or coordinate resource fairs with local partners.
- Write/design training materials as requested.
- Ongoing learning of the priority topics for parent centers** with an emphasis on special education and related laws, rules, policies, and regulations to continuously improve your knowledge in this role and to support families, their children and youth.
- Effectively utilize technology on a daily basis to perform all job duties and PAVE's data management tool.

Outreach and Volunteers:

- Provide outreach to include families from underserved populations.
- Build professional community collaborative partnerships by attending, being involved and/or assisting with local area meetings, conferences, and/or committees (i.e. Family Youth and System Partner Round Tables by region (FYSPRTS), Interagency Coordinating Councils, special needs PTAs, etc.).
- Assist with social media, e-newsletter articles, flyers, and attendance of partner events to share information of the PTI across the state.
- Recruit, and train volunteers to provide effective special education assistance and support of parents, youth, families, caregivers, etc.
- Ongoing support and training of volunteers assisting the PTI.

Job Requirements for all Staff:

- Maintain confidentiality of families and other staff members.
- Be prompt in arriving at work site, meetings, and workshops.
- Submit accurate time sheets at the end of each pay period to include description of work performed.
- Attend and participate in staff meetings as scheduled.
- Maintain individual office space.
- Assure your schedule is up-to-date on the Shared Calendar
- Assist other staff throughout the office in meeting timelines.
- Perform share of general office maintenance.
- Other duties as assigned.

NOTES:

** 14 Priority Topics for Parent Centers: At PAVE this role needs to be aware of and focus on 1-11 and 13. See all and map out your professional development at: http://www.parentcenterhub.org/priority-topics/