



**TITLE:** Parent Mentor

**QUALIFICATIONS:**

1. Knows about support systems in the community;
2. Has experience in facilitating training or providing parents with resource information;
3. Parent of a child with a disability;
4. Member of the community or has knowledge of the community served by the project;
5. Experience with leadership in the parent community;
6. Experience and knowledge of Special Education policies & procedures;
7. Able to collaborate with various professionals and school officials to meet the needs of families of children with disabilities;
8. Must have experience providing support and information;
9. Must have good communication skills; and
10. Must have a valid driver's license

**RESPONSIBLE TO:** Superintendent, or designee

**FUNCTION:** The Parent Mentor will work with parents in the district to provide information and support about special education, district policies and other federally mandated programs, in conjunction with district personnel to help create a climate where parents and educators are working together to benefit the children.

**RESPONSIBILITIES:**

1. Implement services as outlined in the project;
2. Promote Parent Mentor services within the school district and community (e.g., establish parent support groups and/or support parent networking as needed, help parents find and access community resources);
3. Make the public aware of the Parent Mentor Program.
4. Establish with the District Representative a professional development plan aligned with the particular needs of the district;
5. With District Representative, promote a program of compliance with current IDEA regulatory requirements, Ohio Operating Standards for the Education of Children with Disabilities, and local policy relating to student services; and
6. Provide parent and professional training about special education.
7. Attend ETR/IEP-related meetings at parent or district request;
8. Develop resources for parent and professional access.



9. Develop and maintain parent and professional partnerships, including serving as a liaison with other Parent Mentor associations and related organizations to promote collaboration and improve student achievement.
10. Provide parent/family support through support group meetings, home visits, phone contacts, mailings, and to attend conferences or IEP meetings upon request of the family.
11. With the District Representative, screen and distribute materials/resources to parents of children with disabilities and district personnel to improve student achievement with a focus on early literacy and other areas of identified need;
12. Provide, organize and/or conduct workshops or training and provide ongoing technical assistance to parents, district personnel and community members;
13. Promote and model effective collaborative activities among parents, teachers, district personnel, and community agencies.
14. Develop a database/tracking method to document activities.
15. Possess excellent interpersonal skills.
16. Strive to maintain and improve professional competence.
17. Attend staff meetings and serve on staff committees as required.
18. Submit project evaluation data for the district and the Office for Exceptional children, upon request;

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Attend statewide conferences, regional Parent Mentor meetings, and other networking opportunities;
2. Attend training sessions as determined by state or district policies and procedures
3. Report suspected child abuse and/or neglect to authorities as required by law.
4. Promotes a positive image of the OVESC and service-area school districts.
5. Such other duties as assigned by the OVESC Superintendent.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to work effectively with others
2. Ability to communicate ideas clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills
5. Knowledge of public school policies and practices
6. Basic computer skills
7. Ability to operate various office equipment
8. Commitment to education



**TERMS OF EMPLOYMENT:** To be determined by the Ohio Valley ESC Superintendent and Board and as funding of the Parent Mentor Grant permits.

**EVALUATION:** Performance will be evaluated with provisions of the OVESC's.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Ohio Valley Educational Service Center Policy Manual.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_