JOB DESCRIPTION

Position Title: Parent Resource Center Coordinator/Title I Parent Involvement Coordinator

Responsible To: Director of Special Education & Title I Coordinator

Basic Function: Works with parents of children with disabilities and (Parents of children who receive Title I intervention to improve Reading or Math skills) to promote and encourage a better working relationship between the home – school – community.

Performance Responsibilities:

1. Surveys parents on a yearly basis to determine their needs.

2. Organizes, provides and sometimes designs parent and staff workshops. Presentations/workshops include, but are not limited to, topics such as: Understanding Special Education, Autism, ADD/ADHD, SSI, Stress Management, coping with the responsibility of raising children with disabilities, “Trading Places”, Organizational Skills, Learning Styles, Helping your child with homework, Choosing appropriate books for your child, Survival Skills, Study Skills etc.

3. Provides a monthly newsletter for parents with helpful hints and dates for upcoming workshops or community information.

4. Maintains records of activities, parent trainings, provided by the PRC.

5. Submits a biannual report to Kentucky Department of Education and the Director of Special Education reporting activities of the Parent Resource Center.

6. Attends trainings and conferences related to special education issues. (Funding for these trainings is provided by KDE) Attends trainings and conferences related to Parent Involvement issues (funding provided by Title I)

7. Maintains the Parent Resource Center/Parent Involvement lending library. Purchase current materials, books, pamphlets, etc. for parent/staff information.

8. Provides parents/staff with community resource information as needed.

9. Maintains the Parent Resource Center/Parent Involvement room.

10. Assists in coordinating and organizing, along with other PRCs, the KE sponsored annual Parent/Professional Conference.

11. Designs and writes the parent involvement handbooks, brochures, flyers, and newsletters for the Parent Resource/Parent Involvement Center.


13. Attends community meetings to receive current community related committees.
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15. Informs school staff (that attend ARCs) of information that would benefit parents and families. (Ex: upcoming trainings, conferences, support groups, etc)

16. Organizes and facilitates monthly Parent Support Groups for families that have children with disabilities. Organizes and facilitates Parent Involvement Activities in all Title I Schools

17. Attends ARC meetings on behalf of a request from a parent.

18. Make home visits when needed.

19. Meets with or speaks with parents regarding school-related issues.

20. Mails information to parents regarding information on specific disabilities and how to become more involved with their child’s education.

21. Attends the required annual end-of-year training for all Parent Resource Centers sponsored by KDE.

Minimum Qualifications:

- Parent Resource Coordinator needs to be familiar with Special Education Laws/Policies from a parent’s perspective
- Experience working with groups; presenting information; planning activities
- Understanding of basic technology needed for presentations and communication with parents

Terms of Employment:

Salary and work year to be established by the board of education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for Professional Personnel.

Approved by Franklin County Board of Education Date: 8/3/2009

Reviewed and agreed to by: ________________________________ Date: ________________