

# *Educational Service Center of Medina County*

## **Job Description**

<b><u>Title:</u></b>	<b>Parent Mentor</b>
<b><u>Reports to:</u></b>	Superintendent or Director of Special Needs Initiatives
<b><u>Supervises:</u></b>	N/A
<b><u>ELSA Status:</u></b>	NON-EXEMPT

### **Qualifications:**

- Is the parent of a child with a disability.
- Is a member of the community or has knowledge of the community served.
- Has experience with leadership in the parent community.
- Has experience in and knowledge of special education systems and processes.
- Demonstrates excellent communication skills.
- Collaborates with various professionals and school officials to meet the needs of families of children with disabilities.
- Knows about support systems in the community.
- Has experience facilitating training or providing parents with resource information.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

### **Description:**

The Parent Mentor will serve as a resource and liaison between families, school staff and the community. They will guide families to identify immediate needs as well as looking to what will best serve the child in the future. They will engage with community agencies and resources in providing services to children with disabilities and their families.

### **Key Functions:**

### **Ethical and Professional Attributes and Behaviors:**

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.

7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent and/or Director of Special Needs Initiatives.

**Essential Functions:**

1. Develop the project budget with the ESC supervisor.
2. Submit project evaluation data for the districts served and the Office for Exceptional Children, upon request.
3. Attend statewide conferences, regional parent meetings, and other networking opportunities.
4. Establish, with the ESC supervisor, a professional development plan aligned with the particular needs of the districts served.
5. Screen and distribute materials and 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.
6. Provide, organize, and conduct workshops or training and provide ongoing technical assistance to parents, district personnel, and community members.
7. Promote Parent Mentor services within the districts and community (i.e. parent support groups, parent networking, helping parents find community resources).
8. Attend IEP/ETR related meetings at parent or district request.
9. 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.
10. 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.

**Other Duties and Responsibilities:**

1. Performs any additional duties determined by the administration of the Educational Service Center of Medina County as appropriate for the delivery of the service continuum of special education.
2. Examines, along with the administration, additional duties in the context of priorities, time constraints, and impact on other student services.

**Required Training:**

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or as needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

**Governing Board Adopted:     January 28, 2019**