



<b>Job Title:</b>	<b>Special Education Parent Facilitator</b>		
<b>Job Category:</b>		<b>Employee Group:</b>	Non-Affiliated
<b>FLSA Status:</b>	Non-Exempt	<b>EEO Classification:</b>	Professional
<b>Location:</b>	Administration Building	<b>Position Type:</b>	LTE: 197 Work Days; 40 Hours/Week, flexible workday schedule as determined by Director of Special Education
<b>Travel Required:</b>	Yes	<b>Level/Salary Range:</b>	On Schedule
<b>Supervisor:</b>	Director of Special Education	<b>Supervises:</b>	NA
<b>Education:</b>	Bachelor's Degree preferred, Communications, or related field		
<b>Coordinates with:</b>	Parents, guardians, teachers, family members, administrators, other District coordinators.		
<b>Years of Experience:</b>	Minimum of three years in leadership activities/opportunities. Experience working with families with children who have special needs.		

**Primary Purpose:**

The Special Education Parent Facilitator, under the direction of the Director of Special Education and Special Education, will administer according to the policies of the Board of Education. This position provides leadership to parents and/or guardians of students with disabilities, with the goal of implementing the vision of the ECASD, "All children in the district are prepared for post-secondary success." This position will assist in a cooperative effort with parents, guardians, family members, teaching staff, building principals, and coordinators. The Special Education Parent Facilitator will assist in developing opportunities for children with disabilities, support parent involvement, and collaborate with school staff.

**Performance Expectations:**

- Candidate should be able to communicate verbally and in writing so others will understand
- Effectively facilitate and present information to adult learners
- Exercise sound judgment and make appropriate decisions in a manner consistent with essential duties and responsibilities
- Develop and maintain constructive, cooperative, and positive working relationships with all stakeholders
- Use relevant information and judgment to determine if events and/or processes comply with special education laws, regulations, or standards
- Build mutual trust, respect, and cooperation amongst parents, guardians, family members and the school
- Accurately understand information and ideas presented through spoken word and writing
- Build collaborative partnerships with school staff, post-secondary organizations, community agencies
- Understands and is sensitive to cultural differences and diverse populations
- Maintain confidentiality with students and parents, guardians and families
- Demonstrate personal professional growth

**Essential Duties & Responsibilities:**

- Plan, organize, and execute the responsibilities pertaining to special education family engagement
- Articulate and communicate the student and family needs with parents, principal, staff, and community



- Establish long-range and immediate objectives and strategies for special education parent family engagement
- Complete all required evaluation activities, data collection, and recording in a timely manner
- Help provide consultation and guidance about special education programming to individual school volunteers
- Demonstrate ethical behaviors to foster a relationship with parents, guardians and families of students with disabilities, which encourages their participation in the learning experiences of the child
- Promote parent, guardian and family participation in school activities
- Conduct direct training of parents, guardians, families, professionals, organizations, and others connected to program
- Interpret learning program to parents, guardians and families
- Clarify school policies to help parents, guardians and families understand the educational program
- Select, use and adapt a variety of materials that will ensure all parents and teachers successful parent involvement
- Individualize family engagement activities according to building and family needs
- Use a variety of resources to support special education family engagement activities
- Other duties as assigned

**Knowledge:**

Special Education IEP Process, Psychology, English Language, Sociology and Anthropology, Customer and Personal Service, Law and Government, Clerical, Transition Programming

**Skills:**

Active Listening, Speaking, Reading Comprehension, Presentation Skills, Social Perceptiveness, Critical Thinking, Monitoring, Service Orientation, Writing, Complex Problem Solving, Judgment & Decision Making

**Competencies:**

Leadership, Dependability, Cooperation, Adaptability/Flexibility, Integrity, Stress Tolerance, Concern for Others, Self-Control, Initiative, Analytical Thinking, Persistence, Attention to Detail, Achievement/Effort, Independence, Social Orientation, Innovation, Reflective Practice, Collaboration, Critical Thinking

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This job description is intended to indicate the types of tasks and levels of work difficulty that will be required of a position that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Eau Claire Area School District.

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