Warren County Educational Service Center
An Equal Opportunity Employer

Parent Mentor
Job Description

Title:	Parent Mentor
Reports to:	Assistant Superintendent of Student Programming and Services
FLSA Status:	Exempt

Description: To be a partner in creating a system of services and resources with school districts and communities to support families of children with disabilities. Through interaction and communication with families, school staff, and the greater community, partnerships, and alliances may develop in support of child and youth with disabilities.

Essential Functions:

- Parent Mentors serve as a resource and liaison between families, school staff and the community.
- Guiding families to identify immediate needs as well as looking to what will best serve the child in the future will facilitate meaningful development of IEPs.
- Engaging with community agencies and resources in providing services to children with disabilities and their families is critical to the work of Parent Mentors on behalf of the families, children, and educators they serve.

Other Duties and Responsibilities:

- Develop the project budget with the district representative;
- Implement services as outlined in the project;
- Submit project evaluation data for the district and the Office for Exceptional children, upon request;
- Attend statewide conferences, regional Parent Mentor meetings, and other networking opportunities;
- Establish with the District Representative a professional development plan aligned with the particular needs of the district;
- 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;
- Provide, organize and/or conduct workshops or training and provide ongoing technical assistance to parents, district personnel and community members;
- 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);
- Attend ETR/IEP-related meetings at parent or district request;
- 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
- 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.
- Ensure the safety of students and staff

- Maintain respect at all times for confidential information, e.g. student and staff records
- Make contact with the public with tact and diplomacy
- Promote good public relations by personal appearance, attitude and conversation
- Serve as a resource to administrators, staff and parent organizations
- Attend meetings and in-services as required
- Serve as a role model to students
- Carry out and enforce Board policies

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to work independently
- Effective, active listening skills
- Ability to communicate ideas clearly and effectively
- Organizational and problem-solving skills
- Must possess a valid Ohio driver's license
- Access to own motor vehicle
- Pass criminal background check
- Ability to maneuver stairs

Additional Working Conditions:

- Possible exposure to blood, bodily fluids, and tissue.
- Possibly operation of a vehicle under inclement weather conditions.

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 been informed that the most current copy of the Warren County Educational Service Center Policy Manual is available for my review in the office of the Superintendent.

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Signature *Date*

December 2022