



EMPLOYEE NAME: _____

Revised: 8/00; 5/01; 6/03; 3/10, 10/12; 6/15; 11/15; 01/16; 6/18; 10/22

JOB DESCRIPTION

POSITION TITLE: Special Education Parent Mentor	JOB CODE: 413F
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Paraprofessional
DEPARTMENT: Special Education	WORK DAYS: 181
REPORTS TO: Assistant Director, Special Student Services	PAY GRADE: NH0 (4,5,6,7 or 8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Encourages a collaborative partnership among parents, educators, agency personnel and community members as they work together to support families of children with disabilities who are navigating through the special education process. Parent mentors provide educational and networking opportunities for parents of student with disabilities.	

REQUIREMENTS:

1.	Education Level: High School Diploma or GED required; Bachelor Degree preferred
2.	Certification/License Required: None
3.	Experience: A parent of a child with a disability who is currently receiving or has previously received special education and related services through an IEP, per DOE qualifications.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Proficient Skills: Written and oral communication; computer skills; ability to work effectively with parents, school personnel, community members, and agency personnel
6.	According to the Georgia Department of Education parent mentors must be a parent of a child with a disability

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Develops communication introducing the program to schools, communities, and agencies.
3.	Arranges meetings with families and with personnel representing schools, communities, and agencies.
4.	Maintains a website for parents of students with disabilities to include links to resources and materials.
5.	Coordinates the delivery of presentations for parents on various topics related to students with disabilities.
6.	Develops and/or provides educational opportunities for parents of students with disabilities.
7.	Attends statewide and metro area parent mentor meetings.
8.	Meets with parent mentor liaison as needed.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____