

## Job Description

**Job Title:** Parent Resource Specialist

**Position Code:** 4N47, DN47

**Job Classification:** Non-Exempt

**Supervisor:** Supervisor of Special Education

**Pay Grade:** 22

**Contract Length:** 180 Days

### Job Summary

Position is solely responsible for the operation and management of the Parent Resource Center (PERC), which promotes parent awareness of the services provided by the Newport News Public Schools for children with special needs and their families. This includes encouragement of parent participation in the educational decision-making process and coordinating seminars, training programs and providing information to foster the parent/professional partnership. This position also facilitates PERC's service as a resource for educators and the community.

### Essential Duties

1. Develops and presents regularly scheduled training programs for parents, educators and other interested community members based on assessed needs.
2. Manages the surrogate parent program to include completion of all paperwork. Works closely with school personnel, social services and other agencies as needed.
3. Maintains a database of eligible individuals to serve as surrogate parents.
4. Maintains an updated lending library of materials, equipment and other resources for use by parents/guardians of special needs students.
5. Maintains a database of available materials.
6. Increases parents and educators' awareness of the activities and resources of the Parent Resource Center.
7. Develops and distributes brochures (with prior approval) and other literature to encourage use of the Center's resources.
8. Maintains a database of parents that visit PERC for support and parents who call for assistance.
9. Maintains a Newport News Public Schools intranet website for PERC.
10. Plans, manages and coordinates all program activities, operations, and educational initiatives including a quarterly newsletter and a lending library.
11. Exercises leadership to develop, implement, and assess the education programs of the PERC.
12. Develops and evaluates annually the established goals for PERC.
13. Maintains an attractive Center that is inviting for parents and visitors.
14. Researches specific special education informational literature in response to requests from parents/guardians and others.
15. Keeps abreast of current state and federal guidelines in relationship to special education.
16. Develops a communication system with principals so they are aware of the activities of PERC.
17. Advises parents/guardians on procedural issues regarding their special needs child; refers parental concerns to the appropriate special education administrator; and assists with problem solving.
18. Prepares and distributes pamphlets, brochures, and other literature to encourage use of the center's resources and participation in events/activities of the center.
19. Greets parents into the center and assists them with locating and using center equipment, materials, and resources.
20. Orders, sorts, and re-shelves materials and equipment.
21. Maintains necessary files and records.
22. Answers telephone and provides information regarding the center's resources and activities.
23. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Keeps abreast of literature that is available in the field.
2. Performs any other related duties as assigned by the Principal or other appropriate administrator.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills & Abilities Required)**

Must possess an Associate’s Degree and some experience in a special education environment; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Strong organizational and communication skills are required. Must complete the VADOE Understanding Special Education course within a year of hire date. Must possess some knowledge of basic special education procedures, processes, and programs and the ability to develop/present general training workshops. Must possess knowledge of standard office procedures, practices, equipment, and clerical techniques. Must be proficient with Microsoft Office to include Access, Excel, Word and PowerPoint in order to present training and prepare pamphlets/brochures. Must possess the ability to copy documents, maintain files, and answer telephones. Must possess the ability to greet parents/the general public and respond to their needs. Must possess the ability to use time efficiently and work with little supervision. Must possess excellent organizational, interpersonal, and communication skills. Must possess the ability to establish and maintain effective working relationships with parents and the general public.

**Working Conditions & Physical Requirements**

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Special Education

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Parent Resource Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Special Education or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date