

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	4/16/2025
Title:	Parent Mentor
Reports To:	Director of Student Services
Employment Status:	Part-time
MOESC Pay Schedule:	As Determined by Grant Funding
Days:	As Determined by the Director of Student Services
FLSA:	Non-Exempt

REQUIRED QUALIFICATIONS

- Per ODE criteria, must be a parent of a child with a disability
- Knowledge of the school districts served and of support systems in the community
- In-depth knowledge of IDEA and Ohio Special Education Operating Standards
- Experience in facilitating training and providing resources to parents
- Valid driver's license
- Successfully pass a BCI/FBI background check

GENERAL DESCRIPTION

The Parent Mentor will be responsible for providing services to parents of students with disabilities and to school district personnel within the districts served with a goal of having them work together as partners. These services include providing information and support to families and helping school districts understand and appreciate the parents' perspective.

ESSENTIAL FUNCTIONS/SKILLS

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 to perform the essential functions

- Assist in developing and monitoring Parent Mentor Grant budget
- Establish a professional development plan and submit project evaluation data
- Attend job-related PD sessions, fall and spring conferences and regional meetings
- Obtain and distribute resource materials to parents and school district personnel
- Promote parent mentor services within school districts and the community
- Attend MFE or IEP meetings at parent or school district request
- Assist school districts in maintaining compliance with state and federal regulations
- All other duties as assigned.

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Good Communication skills, both verbal and written
- Ability to work well with others and maintain confidentiality
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS

The physical demands described here are representative of those that 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 to perform the essential functions.

- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults
- Physical abilities include sitting for extended periods. Talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required.

NOTE: The above lists are not ranked in order of importance, nor meant to be all inclusive.

PHYSICAL DEMANDS

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment (up to 25 pounds), but not for sustained periods
- This job is performed in a generally clean and healthy environment. Travel among schools and districts is required

EVALUATION

Performance of this job will be evaluated by the Director of Student Services according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.