



Job Description

Title: Parent Educator

Supervisor: Executive Director
Full-Time Position (40 hours/week Mon-Fri)
Benefits: Health, Dental and Vision

Approved: September 8, 2021
Start Date: Immediately

Job Purpose: To provide parent advising and trainings to underserved families of children with disabilities in the Denver metro area and to coordinate outreach efforts with other organizations ensuring that families and professionals receive information and resources to enable them to make informed decisions; working together to improve educational results for students with disabilities.

Pay Rate: \$20 - \$23 per hour depending on experience

Essential Job Responsibilities

- ◆ Flows information to parents/professionals; sends written materials; makes referrals to other organizations
- ◆ Informs parents of rights and responsibilities under Special Education law
- ◆ Maintains accurate records; inputs information into a database
- ◆ Maintains current information on the organization's website
- ◆ Ensures that resource materials are filed properly and easily locatable to staff
- ◆ Contacts, establishes, and maintains relationships with community agencies and organizations
- ◆ Locates and participates in community events, fairs, festivals, etc.
- ◆ Serves as THRIVE Center and Show and Tell trainer for workshops as requested
- ◆ Prepares invoices, reports, memos, letters, and other documents as assigned, using word processing, spreadsheet, database, and/or presentation software
- ◆ Performs other duties as assigned

Decision Making Responsibilities

- ◆ Performs job responsibilities with integrity and responsibility
- ◆ Maintains confidentiality of information

Organizational Relationships

The Parent Advisor and Trainer report directly to the Executive Director.

Supervisory Responsibility

The Parent Advisor and Trainer have supervisory responsibility for interns and volunteers.

Job Qualifications

Education or Formal Training

- ◆ High School Graduate or equivalent required
- ◆ One year related experience

Required Skills and Knowledge

- ◆ Familiarity of special education and IEP/IFSP processes, IDEA, school reform issues and special education supports and services which assure success for students with disabilities
- ◆ Strong commitment to work in a team environment
- ◆ Strong willingness to take initiative
- ◆ Strong communication, organizational, leadership, and management skills
- ◆ Strong written communication skills
- ◆ Strong customer service skills including listening skills
- ◆ Proficiency with databases, Word, and Excel; preferred experience with PowerPoint
- ◆ Experience with photocopiers and other office equipment

Other Requirements

- ◆ Ability to work some evenings and weekends for trainings and fairs during various times of the year
- ◆ Must follow proper safety procedures when performing physical job tasks

Preferred Requirements

- ◆ Bilingual (English and Spanish language and writing skills)
- ◆ Have a child with a disability or be a self-advocate or be a graduate student in a related field

Benefits Include: Health, Dental, and Vision

Contact: Yvette Plummer Burkhalter

You can send resume and cover letter in either the following manner:

Mail to:
THRIVE Center & Show and Tell
3131 S. Vaughn Way, #214
Aurora, CO 80014

Email to:
yvette@thrivectr.org