



POSITION ANNOUNCEMENT

POSITION TITLE: Parent Educator, Bi-Lingual

CULTURE/LANGUAGES: Spanish

DEADLINE: Open until filled

SUMMARY: Help families understand and navigate special education services; conduct parent training workshops in Spanish; provide language and cultural support; assist families access resources, information and services; assist parents in collaborating with schools to develop appropriate Individualized Education Programs; advocate for multicultural families of children with disabilities.

RESPONSIBILITIES:

Family Services and Community Partnership Engagement

- Provide individual assistance and support to Latino parents of children with disabilities regarding special education, education, and health care access.
- Culturally and linguistically interpret special education related information and resources to ensure families' understanding of the issues.
- Conduct parent education training in Spanish.
- Outreach to communities to identify and recruit families of children with disabilities participating at our programs and services.
- Promote parent/educator partnership by supporting families of children with disabilities, special educators, specialists, and administrators to increase parental engagement in the special education.
- Work as a collaborative team member with other staff to conduct family events and fulfill other project related responsibilities.
- Outreach to diverse communities by distributing materials at community gathering places and resource fairs to ensure program visibility.

Administration:

- Maintain accurate and up-to-date files and documentation online for complete and timely reporting.
- Maintain confidentiality of client information.
- Attend program and staff meetings and training as determined by Project Director.
- Other duties as assigned by the Director

QUALIFICATIONS:

- Bilingual in Spanish and English with strong verbal and written English and Spanish communication skills. Fluency in Spanish is required.

- Family member or parent of child with a disability preferred.
- Prior experience assisting other families to obtain appropriate services and supports for their child and family members.
- Familiarity with state and local resources and how to access them.
- Strong computer skills and able to use Microsoft Office software, such as Word, Excel, and Power Point effectively
- Track record of respect for others' experiences, opinions, language, values, culture, and knowledge
- Demonstrated commitment to teamwork and collaboration
- Knowledge of special education, DDA system, social services, resources and information for people with disabilities
- Proven ability as an effective communicator and strong advocate for people with disabilities and their families
- Available for flexible work hours (some evenings and weekends as needed)
- Have a car to drive for work purposes and a valid MD state driver's license and vehicle insurance

The Parents' Place of Maryland is an equal opportunity employer and makes employment decisions on the basis of merit. Company policy prohibits unlawful discrimination based on race, color, creed, sex, marital status, age, national origin, ancestry, physical or mental disability, medical condition, veteran status, sexual orientation, gender identity or any other consideration made unlawful by federal, state or local laws

STATUS/PAY: 20 hours/week, starting \$17/hour + benefits, non-exempt

BENEFITS: Mileage reimbursement for approved travel, paid holidays, paid time off

TO APPLY:

Send resume with a cover letter describing your interest in this position and relevant experience to info@ppmd.org. Please include "Bilingual Parent Educator" in the subject line.

Please note that mailed or faxed resumes will not be considered. No phone calls please.

DEADLINE: Open until filled

801 Cromwell Park Drive, Suite 103
Glen Burnie, MD 21061
410-768-9100
www.ppmd.org