VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

PARENT COORDINATOR – PARTNERS FOR SUCCESS RESOURCE CENTER
Central Office – Special Education

Provide support to families and educators serving children with disabilities in Harford County through information, training, and community outreach to support the development of essential skills fundamental to parents and professionals working together as equal partners in the educational decision-making process.

- This is an hourly grant funded position which will be in effect as stipulated in the grant. Persons employed in this position are not eligible for benefits nor are they affiliated with HCPS bargaining units.
- Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

- Supports families and staff in developing practices to engage as equal, informed, and active team members in the special education process.
- Assists families to access resources and tools necessary to effectively navigate the special education process and agency linkage.
- Serves as a liaison between parents and the local school system/public agencies by responding to parent concerns and assisting with navigating the educational system.
- Cultivates a professional and collaborative relationship with community partners in order to build a network of supports and resources to meet the needs of Harford County families of students with disabilities.
- Represents the Harford County Department of Special Education at community events to engage and inform families about resources available through the Partners for Success Resource center.
- Plans and conducts parent training/workshops on a variety of topics including Parent Surrogate training.
- Develops and disseminates a bi-monthly newsletter containing announcements and community resources.
- Collects and reports required semi-annual and annual activity data conducted by the Partners for Success Parent Resource Center.
- Performs other work-related duties as assigned.

SALARY

$25.00 per hour; Non-benefited position

TRAINING AND EXPERIENCE REQUIRED

- Experience working with families when navigating the IFSP and/or IEP process.
- Experience working with special education services preferred.
- Possess excellent verbal, written communication and interpersonal skills.
Proficient in the use of Microsoft Office Suite software and other related computer and web-based technology.

Possess knowledge of IDEA.

Availability to work a flexible schedule to include some evenings and weekends.

High school diploma or GED and associate of arts degree or higher from an accredited college or university.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted until filled.

The Board of Education of Harford County Public does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools involving students, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at (410) 375-0408 or Kenneth.miller@hcps.org; Involving all other members of the school community, refer to: Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at (410) 809-6087 or Renee.McGlothlin@hcps.org. Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education, Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**