



David Douglas School District #40

Classified - Job Description

EARLY CHILDHOOD MENTOR DEVELOPER

Schedule: 12 months per year
Class: 9

POSITION PURPOSE

Responsible for development of volunteer parent support network to assist families in coping with special needs of children in Early Childhood Special Education.

NATURE AND SCOPE OF RESPONSIBILITIES

- Develop network of community volunteer support for parents of children ages birth to five years of age with special needs
- Recruits volunteers to serve as support peers for parents/students in the Early Intervention Early Childhood Special Education Program
- Coordination of group network meetings for parents and children with special needs in collaboration with outside agencies
- Maintain database of resources and volunteers available
- Performs support tasks such as preparing worksheets, meeting agenda, parent newsletter, parent events, and research for identified special information
- Integrates specialized services with other duties and when appropriate guides individual or small groups in educational and social activities, assists with assignments and helps monitor student/parent adaptability to coping with students with special needs
- Develop and maintain a parent Resource Library
- Coordinate volunteers and staff from agencies to create a LIFT advisory board
- Transports student/parents between school and special service locations when required
- Attend staff meetings
- Performs other duties, as assigned

QUALIFICATIONS

- High School diploma, or GED., and experience in working with children with disabilities and/or college level training in Early Childhood Special Education, experience establishing volunteer resources, or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job
- Effective communication skills with parents and staff
- Knowledge of community resources available for Early Childhood Special Education students with needs
- Ability to develop volunteer resources
- Ability to organize
- Accurate and rapid typing skills, as well as language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation and use of computer programs involving word processing; use of telephone, calculator, fax, copier and other office equipment
- Knowledge of school operations and personnel
- Ability to work as a team member with the building secretary
- Ability to remain flexible and work with frequent interruptions
- Ability to project a pleasant manner and relate well to students and their requests for assistance
- Ability to work harmoniously with others and to communicate effectively and appropriately, both verbally and in writing, with students, staff, and parents
- Ability to maintain a high level of ethical behavior and to maintain the confidentiality of information related to students and staff

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, sitting and bending. Ability to use telephone, computer and other office equipment for extended periods of time.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.