

## Scope of Work

The Parent Mentor Project:

Purpose: The purpose of the Parent Mentor Program is to help parents of children with disabilities effectively navigate the educational system in partnership with school district personnel. This is accomplished by providing information and support to families and by creating a mechanism to convey the family perspective to school district officials.

1. The parent mentor must meet the following criteria:
  - a. Be employed at a minimum of .5 full time equivalency (FTE)
  - b. Be a parent of a child with a disability
  - c. Be a member of the community serviced by the project
  - d. Has experience with leadership in the parent community
  - e. Is experienced in and knowledgeable about the special education system
  - f. Has demonstrated excellent communication skills
  - g. Works in conjunction with various professionals and school officials to meet the needs of students
  - h. Is knowledgeable about the support systems in the community
  - i. Has previous experience in conducting training and or providing parents with resource information
  
2. Roles and responsibilities of the parent mentor(s) must include working with the district representative:
  - a. Develop the project budget and implement services
  - b. Submit project evaluation data upon request
  - c. Attend statewide and regional parent mentor meetings as well as the fall and spring conferences following district guidelines
  - d. Establish a professional development plan aligned with the particular needs of the district
  - e. Attend job-related professional development sessions to fulfill goals established in the professional development plan
  - f. Obtain and distribute materials/resources to parents of children with disabilities and district personnel to improve student achievement
  - g. Provide, organize and/or conduct workshops or training and provide ongoing technical assistance to parents, district personnel and community members
  - h. Promote parent mentor services within the school district and community (i.e., establish parent support groups and/or support parent networking as needed, help parents find and access community resources).
  - i. Attend IEP meetings at parent or district request
  - j. Promote collaboration among child service agencies and related organizations to increase student achievement
  - k. Improve and increase parent/professional partnerships to improve student achievement
  
3. Roles and responsibilities of the district must include:

- a. Identification of district representative (by title) who will provide ongoing supervision and support to the parent mentor(s)
- b. If a project is part of a consortium, identify a contact person from each district
- c. Ensure the parent mentor is involved in district activities (e.g., attend staff meetings, participate in training, serve on committees)
- d. Work with the parent mentor to develop the project budget and implement services
- e. Manage the budget and submit revisions if needed
- f. Make facilities and resources available to the parent mentor(s)
- g. Provide access to a private telephone, office equipment and/or clerical support and copies of laws and regulations, including a copy of Ohio's Operating standards for Ohio's Schools Serving Children with Disabilities
- h. Attend the fall and spring conferences with the parent mentor
- i. Work with the parent mentor to develop a professional development plan aligned with the particular needs of the district and parent mentor
- j. Submit project evaluation data upon request