

[Parent Information Center of Delaware Inc.](http://www.picofdel.org)

5570 Kirkwood Highway

Wilmington, DE 19808

302-999-7394 – <http://www.picofdel.org>



Job Title: Bi-lingual Parent Consultant/Asesores de Padres

Location: New - Castle County

Part-Time: 20 hours/week

Summary: The Parent Consultant **provides Hispanic/Latino families of** children with special needs or disabilities with information about laws, rules, and regulations governing the rights of children with intellectual, physical, emotional, and learning disabilities to receive a free and appropriate public education and related services, as well as information about research-based practices teaching children with disabilities or special needs; strategies for coping, resolving conflicts, and acquiring life-long advocacy skills.

Duties and Responsibilities include the following:

1. Providing individual assistance and subsequent follow -up to families to foster communication and problem solving skills and to offer information pertaining to the education of their children.
2. Assisting in the development of pertinent and culturally sensitive training and information materials
3. Presenting training seminars to families and professionals about special education services and programs as well as on other topics relating to children with special needs.
4. Attending school meetings with families for support, information and assistance.
5. Keeping current, through a variety of sources, with information important to families.
6. Collecting, reporting on, and maintaining all necessary data and evaluations as required by the Center's funding agencies.
7. Maintaining telephone contacts, activity logs, and mailing information
8. Representing the interests of families of children/youths with or special needs on appropriate councils and committees

9. Devising and implementing strategies for reaching culturally and racially diverse families.
10. Working in collaboration with PIC s team members to meet the organization's goals.
11. Performs other related duties as assigned.

Requirements

1. Sound understanding of Delaware special education laws, regulations and processes (preferred), or personal experience with Delaware's special education system
- 2. Excellent written and verbal communication skills in both English and Spanish**
3. Excellent organizational skills, including ability to prioritize tasks, meet deadlines and give attention to accuracy and details
4. Excellent interpersonal and intrapersonal skills
5. Teaching and training skills as applicable to adult learners
6. Experience using computers and software (i.e. MS Word, Email programs)
7. Able to work a number of evenings and some Saturdays
8. Work attitudes that include a pleasant presentation of self and a visible willingness to meet the requirements of the job and tasks as assigned.
9. Must have reliable transportation (Travel expenses are reimbursed)
10. Must be able to carry training materials and small equipment

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 35 pounds.

Education/Experience:

Bachelor's Degree or Associate Degree and/or relevant life experience as relating to the position.

Application Process: Cover letter and resume attention: Marie-Anne Aghazadian

picofdel@picofdel.org or fax 302-999-7637 or us mail to address above