

### **PARENT TRAINING COORDINATOR**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in planning, developing and coordinating training modules for parents and families of children with disabilities; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Plans, develops and coordinates parent training modules and outreach materials for parents and families of children with disabilities; conducts training and instruction on special education processes, parents rights, individualized education plans, parenting skills, etc.; plans and formulates goals, policies and activities designed to implement parent involvement objectives; develops and implements a monitoring and evaluation system for parent involvement activities; coordinates with schools, Navajo Nation programs and other providers to maximize the quality of training; ensures availability and cultural appropriateness of training; collaborates with other parent programs and projects to coordinate activities.

Recommends and/or utilizes vendor programs that meet the instructional goals and objectives; establishes and maintains parent training network on the Navajo Nation; develops community action plans for increased parent participation with local educational agencies and other service providers; encourages, supports and provides technical assistance for parents in addressing training needs; provides information regarding services and programs available for children with disabilities; mediates conflicts between schools and parents; assists in the development of news articles and public service information; prepares required reports; represents program on various committees and/or task forces.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of applicable federal, state and Navajo Nation rules, regulations, mandates, policies and procedures related to children with disabilities.

Knowledge of the Navajo culture and its influence on the daily lives of children and family.

Knowledge of research, writing, planning and development of training programs.

Knowledge of adult education and presentation methods and practices.

Knowledge of individual program/education plans process.

Knowledge of record keeping and file maintenance methods and practices.

Skill in planning and providing parental involvement information to families.

Skill in working with parents and families in providing and meeting children's needs.

Skill in maintaining accurate and current records and reports.

Skill in establishing and maintaining effective working relationships with others.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed mainly in an office environment with travel to outlying offices to present training.

**MINIMUM QUALIFICATIONS:** An Associate's degree in Child Development, Education or closely related field; and two (2) years of training experience or experience in working with children with disabilities; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

THE NAVAJO NATION

Class Code: 3695  
Community Education and Counseling Series  
General Education and Development Group  
Overtime Code: Non-Exempt  
Pay Grade: 59

**PARENT TRAINING COORDINATOR**

**SPECIAL REQUIREMENTS:** Must possess a valid state driver's license. Within ninety (90) days of employment, must pass a criminal history background check and physical examination; and obtain a Navajo Nation Operator's Permit, a Cardiopulmonary Resuscitation (CPR) and First Aid Certificate.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages