

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS
Special Education Family Advocate**

QUALIFICATIONS:

- Bachelor's Degree in education, special education, educational administration, or a related field.
- Master's Degree in education, special education, educational administration, or a related field preferred.
- Minimum of three (5) years of experience working in a PreK-12 educational setting.
- Knowledge of the Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Act (IDEA).
- Ability to plan, organize, manage, and implement successful programs.
- Bilingual speaker preferred.
- Ability to relate/interact with various cultures and social groups.
- Ability to solicit resources for district needs.
- Ability to exercise strict confidence in handling sensitive student and parent information.
- Proficient with a computer and MicroSoft Office applications.
- Demonstrated excellence in oral and written skills.
- Ability to communicate effectively with staff, parents, community members, and public agencies.

PERFORMANCE RESPONSIBILITIES:

Under the supervision of and reporting to the Office of Special Education the Family Advocate promotes advocacy for families of children with special needs. Responsibilities include directing parents to appropriate resources and services within the Lowell Public School System and the greater community; serving as liaison to the Special Education Parent Council and disseminating information to volunteers; on individual PTOs; developing training events and materials for families; and assisting families with issues related to the care and/or education of their children with special needs by referring them to appropriate parties within the Lowell Public School System.

Specific Responsibilities:

1. Supports communication between parents and district personnel to improve the quality of relationships and trust.
2. Initiates and responds to parent phone calls, emails, and written correspondence related to parent involvement, school services, and/or supporting students with disabilities.
3. Provides information to parents about the district's procedures and instructional programs and the names and roles of school administrators and staff members.
4. Locates community resources for students and families.
5. In coordination with the Family Resource Center, provides information to parents about the resources available to them throughout the school system and community.
6. Coordinate parent-training events at individual school sites and in various community settings.
7. Develop familiarity with agencies and organizations within the City of Lowell and the State of Massachusetts to offer resources and/or services to children with disabilities and their families.
8. Serves as liaison to the Special Education Parent Advisory Council as an ex-officio member.
9. Attend monthly Special Education Parent Council meetings and conveys information between the Special Education Parent Council, Parent Teacher Organizations, and the Special Education Office.

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10. Assists parents with the understanding of IDEA and parental rights and responsibilities.
11. Helps parents who may need support or resolution concerning the IEP processes.
12. Assists parents with the understanding of progress reports, school progress reports, and report cards.
13. Coordinates academic-based learning opportunities/workshops for parents at flexible times.
14. Monitors and maintains records as directed by the required by Director of Special Education.
15. Supports individual schools in building strategies to increase and strengthen parent involvement

REPORTS TO: Director of Special Education
SALARY RANGE: \$50,000 - \$60,000
WORK YEAR: Non-Affiliated 12 Month position 260 Days