

Job Announcement

About Reaching Heights

Founded in 1989, Reaching Heights mobilizes community resources to foster highly valued public schools that provide all Cleveland Heights-University Heights School District students a successful education. We are a 501(c) 3, non-profit organization with 2 part-time staff and 18 members on our volunteer Board of Directors. Reaching Heights taps the energy, skills, and financial resources of our community members, local businesses and organizations, and foundations to invigorate public support for our public schools. Our programs focus on supporting and recognizing educators, enriching and encouraging student success, and connecting our community to our public schools.

In 2012, a parent –led initiative known as the Exceptional Children’s Advocacy Group (ECAG) was born out of a need to support special education families and the special education program of the Cleveland Heights-University Heights School District. This initiative works within the community to provide information, opportunities and necessary skills to ensure that parents are confident and capable partners in their child’s education. The group seeks to build greater understanding, change negative narratives and help empower special needs caregivers and students.

Position: Parent Mentor

Overall Duties: Assist Cleveland Heights – University Heights (CH-UH) City School District parents K-12, in issues related to special education. Under general supervision, this position reports to Reaching Heights Executive Director or supervisor assigned and works closely with the CH-UH Director of Student Services and the Exceptional Children’s Advocacy Group (ECAG),

Qualifications: A parent mentor must meet the following criteria:

- Minimum of a high school diploma
- Must be the parent of a child with disabilities
- Is knowledgeable about the special education system
- Experienced in leadership and providing parents with information, resources and/or training
- Be member of the community or familiar with working in a community with similar demographics
- Knowledgeable about the support systems in the community
- Excellent communication skills and the ability to communicate with a variety of stakeholders from parents to school officials

Specific Duties: The following lists the essential functions of the Parent Mentor position, but it is not an all inclusive list, nor exhaustive as the job requires being flexible and responsive to the needs of the community served.

- Provide parents with information related to the district’s special education program procedures, parent rights and referral, evaluation, identification, and placement process
- Collaborate with parents, district staff, administration and community agencies to better meet the needs of special education students

- Provide support as needed to parents and the district during referral, IEP meetings and development, evaluation, identification and the placement process, including attending IEP meetings as needed by families or district personnel
- Model a collaborative/consultation/problem-solving process for all
- Create opportunities and identify parent needs to encourage and promote parent involvement and increased collaboration in the special education process
- Obtain and distribute materials/resources to parents of children with disabilities and district personnel to improve student achievement
- Provide, organize and/or conduct workshops, trainings and ongoing technical support to parents, district personnel and the community
- Promote Parent Mentor services within the school district and community
- Maintain required records and evaluation documentation to be submitted regularly and upon request
- Attend statewide and regional parent mentor meetings, conferences and professional development
- Participate in job related professional development, in-service and trainings
- Participate in special education program planning both in and out of the district keeping the special education parent perspective

Application Procedure - Interested persons should submit a resume and a thoughtful cover letter outlining how your skills and experience meet the qualifications of the position to Lisa M. Hunt, Assistant Director at Reaching Heights 2843 Washington Boulevard, Cleveland Heights OH 44118, or send by email to Lisa@Reachingheights.org. Letters of interest and an accompanying resume must be received no later than December 5, 2014 in order to be considered. No faxes or phone calls please. For more information about Reaching Heights visit www.reachingheights.org