



## PARENT CONSULTANT POSITION ANNOUNCEMENT

*\*Please note required qualifications*

### Serving Parents of Children with Disabilities in Weber School District

**TITLE:** Parent Consultant Serving Parents of Children and Youth with Disabilities in Weber School District

**LOCATION:** Weber School District Offices, Utah Parent Center, Murray

**JOB STATUS:** Part-Time, 20 hours per week (40 hours per pay period).

**PAY RATE:** \$19.70/hour – includes benefit allotment

**OPENING DATE:** Friday, May 31, 2024

**CLOSING DATE:** Sunday, June 16, 2024

#### JOB SUMMARY:

As an employee of the Utah Parent Center serving Weber School District (SD), you will act as a neutral party while assisting parents who have children in special education programs and services in Weber SD. This role requires the ability to work with individuals, parents, and groups either virtually, from the Weber SD office, or (on occasion) the UPC office in Murray. The scope of these duties will include: Providing information and training on the rights, roles, and responsibilities of both parents and schools; Providing information and peer support to parents to help them work appropriately within the school system to resolve issues and meet the needs of their children; Providing, as necessary, training and materials for parents and professionals; Providing information and referral to various agencies, service providers; Helping parents gain the necessary skills to build effective partnerships with educators and professionals; Working with educators and professionals to create effective parent-professional partnerships; Attending UPC staff meetings, training, and other activities with Center staff.

#### JOB RELATIONSHIPS:

- Responsible directly to the Utah Parent Center Project Coordinator in collaboration with the Weber SD Special Education Director and staff.
- Works cooperatively with all staff members, volunteers, and Board members.
- Works collaboratively with parents and professionals.

#### QUALIFICATIONS:

- **\*Must be the parent of a child with a disability**
- **\*Must live within Weber SD limits**
- Is a self-started and self-motivated individual who is proficient in researching information and problem-solving independently.
- Successfully undergo a background check.
- Ability to communicate well, verbally and in writing
- Experience in effective public speaking, presentations, and training
- Computer and word processing skills
- Good organizational and problem-solving skills
- Knowledge of services and programs available for parents of children and youth with disabilities
- Knowledge of parents' special education procedural safeguards/rights and the IEP process
- Scheduling flexibility required
- Must be willing/available to travel across Weber SD as needed; use of reliable personal vehicle is required
- High school diploma required

#### TO APPLY, SUBMIT (by email, mail or in person):

- Letter describing your interest in and qualifications for the position, **AND**
- Current résumé with personal and employment references.

Please include both the letter and the resume when responding. An application will be required from qualified candidates selected for an interview.

**SUBMIT TO:** [recruiting@utahparentcenter.org](mailto:recruiting@utahparentcenter.org) OR Utah Parent Center Attn: Esperanza Reyes  
5296 S. Commerce Dr., Suite 302, Murray, Utah 84107

**Questions?** Call 801-272-1051