



JOB ANNOUNCEMENT-PARTNERS in ACADEMIC LEADERSHIP (PAL) PROJECT COORDINATOR - Community Resource Center

The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. We've been serving children with special needs since 1948 and we love what we do and why we do it! Join us in our mission and make the journey with the precious children we serve.

Job Type: Full-time/Hourly

Wage: \$14.42/HR - \$19.03/HR D.O.E.

Summary/Objective

Responsible for carrying out job duties for the Partners in Academic Leadership program funded through TCDD (Texas Council for Developmental Disabilities). Project Coordinator will conduct activities promoting self-advocacy and provide training to youth with disabilities on the IEP and ARD process.

General Duties

- Plan and coordinate lessons and activities designed to promote self-advocacy and self-determination for students with disabilities
- Develop rapport and maintain regular communication with students, parents and educators involved in the student's success
- Promote program and recruit participants through outreach and networking
- Engage and educate youth with disabilities on the ARD process and how to become an active participant
- Conduct visits to youth's school or home to fulfill project goals and activities
- Assist youth in creating materials for ARD meeting to increase youth's engagement in the meeting
- Maintain proper file records of participant information and related documentation
- Participate in staff development opportunities to enhance knowledge and skills
- Complete monthly and quarterly reports as required by PDN Children's and TCDD
- Conduct exit interviews, collect surveys and evaluate data to measure participant's growth
- Utilize collected data and other research to update project curriculum as necessary

Required Education and Experience

- Bachelor's degree in education, social services, psychology, or related field OR relevant work experience in the education field.
- Proficiency in working with various computer applications such as Microsoft Word, Excel and PowerPoint.
- Must have reliable transportation
- Must have a valid Driver's License and car insurance

Preferred Education and Experience

- Fluent in English and Spanish
- Knowledge of the IEP and ARD process
- Work experience as an educator or in the school system

Additional Eligibility Qualifications

- **Must pass criminal history background check**

Other Duties - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment - Work is performed primarily in an office/desk setting. However, this position does involve travel in personal vehicle within the community (i.e. attending meetings/outreach events, conducting screenings at satellite locations). Expect to work some evenings and weekends when necessary.

PdN Children's sets high standards of personal conduct and reliability; employee will be rated on their ability to meet these standards. Must be able to work effectively with coworkers, clients, and collateral parties in a cooperative manner. Must be able to work effectively using a client-centered model.

Physical Demands - Essential Functions - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit application (<http://pdnchildrens.org/career-opportunities/>), resume, and proof of education to admin@pdnchildrens.org

"NO PHONE CALLS, PLEASE!"