

**Job Description and Application Information:**

The Family Engagement Coordinator, who is a parent/guardian of an individual with a disability, works directly with families and district personnel in the area of family engagement in special education at CESA 3 in Fennimore. Responsibilities include:

- coordinating family engagement activities and resources with CESA and other programs,
- implementing Wisconsin Statewide Parent-Educator Initiative (WSPEI) project-related objectives,
- maintaining a list of all special education family involvement contacts in CESA #3 , and
- working with districts to establish and provide support to families within the district or regionally.

This Family Engagement Coordinator will work in the CESA # 3 area.

**Minimum Qualifications:**

- **Parent/Guardian** of a child with a disability **required**
- High level of knowledge of special education procedures and processes
- Ability to travel in Wisconsin as needed for statewide meetings
- Ability to collaborate with others to develop trainings/materials
- Ability to use technology (word, email, web, social networking, excel, PowerPoint or other presentation software)
- Strong time management and organizational skills
- Ability to communicate effectively to groups, facilitate group discussions, and present information to audiences

**Preferred Qualifications:**

- Experience working with schools and educators preferred
- College degree preferred
- Experience working with families with diverse backgrounds/cultures in a variety of settings (urban, rural, suburban)
- Proven Track Record of bringing people together with example of conflict resolution
- Understanding of disabilities

**To Apply:**

Please complete an application (separate attachment)

A letter of Application

Resume

3 Letters of Recommendation

Ability to verify being the parent of a child with disability.

Please send materials to Caroline Rossing, WSPEI Statewide Coordinator, 1300 Industrial Drive, Fennimore, WI 53809

**Deadline:**

**November 30, 2017 at 3:00 p.m.**