

PEAL Center

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SPDG JOB DESCRIPTION-PROJECT MAX COORDINATORS

The PURPOSE of the SPDG Project MAX grant is “to design instruction linked to grade level content and the PA Core Standards for students with complex instructional and support needs.” The role of the PEAL Center is to promote families’ understanding of the PA Core Standards and the implications for sons and daughters with complex instructional and support needs. The PEAL Center will create, nurture, and maintain a statewide network of families.

Job Title:

Project Max-Project Coordinator

Job Purpose:

The Project Coordinators working with the Director of Training and PaTTAN Parent Partner Team Members will design and implement agreed upon grant activities. These positions are 33.75 hours per week. The salary is \$20.00 per hour. Benefits include health insurance, sick, personal and vacation time. It is expected that the qualified candidates will work out of the PEAL Center offices – one in Pittsburgh and one in Philadelphia.

Job Duties:

- Participate in the design of Project Max awareness and training materials including research of necessary topics
- Lead outreach activities and networking to reach parents of students with complex support needs
- Schedule and lead parent network meetings and trainings
- Arrange for presenters and locations for Project Max leadership development opportunities
- Set up and maintain virtual parent support network in conjunction with other Parent Partner Team Members
- Match experienced parent leaders with emerging parent leaders for mentoring
- Develop surveys
- Collaborate with Parent Partner Team Members
- Develop an understanding of adult learning principles and its implication for training development
- Awareness and knowledge of PA Core Standards
- Promote the rights of students with complex learning needs to access the general education curriculum
- Follow grant requirements and timelines
- Collect and compile data for staff analysis and SPDG-reporting

Qualifications and experience for this position:

- Experience with inclusive education and working knowledge of inclusive practices
- Experience with goal writing and the alignment of outcomes to standards
- Experience in advocacy and organizing groups
- Good organization skills
- Good verbal and written communication skills
- Able to work effectively as a part of a team
- Excellent skills using Excel and other graphic organizers to present data
- Experience with Microsoft Office Suite including PowerPoint
- Experience working with computers and willingness to learn and explore online networking platforms
- Excellent interpersonal skills
- Available for evening and weekend trainings
- Parent of student with disabilities, person with disabilities, and or an individual who has demonstrated advocacy for persons with disabilities preferred
- Competency in written and spoken Spanish would be an asset

Reports to:

- Director of Training