



# POSITION ANNOUNCEMENT

## Family Engagement Coordinator *Deadline for Application: Until Filled*

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Cooperative Educational Services Agency 10 (CESA 10) is looking for an individual to serve as a part-time (109 day contract) Family Engagement Coordinator to be based in Chippewa Falls, Wisconsin. 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. Responsibilities include coordinating family engagement activities and resources with CESA 10 and other programs, implementing statewide WSPEI project-related objectives, maintaining a contact list of all special education family involvement contacts in CESA 10, and working with districts to establish and provide support to families within the district or regionally.

### Qualifications:

- Parent 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
- Experience working with schools and educators preferred
- Ability to collaborate with others to develop trainings/materials
- Strong time management and organizational skills
- Ability to communicate effectively to groups, facilitate group discussions, and present information to audiences
- Ability to use technology such as Microsoft Word, Excel, PowerPoint (or other presentation software), email, internet, and social networking software
- College degree preferred
- Experience working with families in urban school districts preferred

Interested individuals should apply on [WECAN](#) or submit a resume, cover letter, and answers to the following questions:

1. Describe your experience living and working with children with disabilities.
2. Have you spoken up on behalf of your child to ensure that he/she receives an appropriate education? Please describe this situation.
3. What is a problem you encountered at your last position? How did you solve it? Please provide a specific example.
4. This position is paid on an hourly basis. What is your desired compensation?

Human Resources  
Cooperative Educational Service Agency 10  
725 W Park Ave  
Chippewa Falls, WI 54729

*It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.*