

Assistantship Job Description: Chris Walsh Center

The center's mission is: *"To provide information for families and educators about the continuum of educational support available to students with disabilities, students who are gifted, and students with unmet needs. The center will offer support, workshops and other programming for families, educators, student support professionals, administrators, and advocates in the MetroWest area. The center also will engage in scholarly research, educator preparation, and professional development."*

The graduate assistant for will work with the center coordinator to expand programming in several areas. Based on the skills, interests, and professional goals of the graduate assistant, we can identify responsibilities from the following list of opportunities:

- Co-facilitating "parent support nights" with Dr. Ajtun-Roberts and other facilitators, targeting the unique needs of families whose children have disabilities, mental health needs, as well as subpopulations such as immigrant and/or bilingual families, etc.
- Provide drop-in hours for parents/guardians at the center, in which they can come and ask questions about special education laws and procedures and get support for their family as they navigate a difficult system.
- Assisting with professional development webinars in our series (creating registration links, promoting the events to schools and educators in the region, and moderating the online chat feature of the webinars).
- Assisting with the center's website and social media accounts, with a focus on promoting research-based interventions and strategies.
- Conducting literature reviews of key topics of interest to the center's constituents.
- Preparing 1-page "research-to-practice" briefs designed for families and educators.
- Presenting at conferences and/or contributing to journal manuscripts for publication.
- Conducting needs assessment research with local parents/guardians and educators, focused on special education and gifted/advanced education topics.
- Preparing grant applications to obtain funding for the center, from public and private sources.
- Work with FSU faculty members to develop collaboration opportunities between the Chris Walsh Center and their students, as part of their coursework including overseeing Center interns.