**Job Description**

**Position:** Special Education Specialist

**Department:** Metropolitan Parent Center

**Position reports to:** Director, MPC

**Introductory Period:** As per agency policy and procedure (Employee Manual)

**Exemption Status:** This position is non-exempt and is eligible for overtime pay for hours work more than 35 during a single calendar week (Monday-Sunday)

**Scope of Position:** Under the supervision of the Parent Center director, Special Education Specialist will provide the following services:

- Intensive Special Educational advocacy service to parents of individuals with developmental disability ages 0-21

**Scheduled Hours:** Full-time Monday-Friday 9am-5pm

**General Responsibilities:**

- Serve as a Special Education Specialist for parents of children and young adults with disabilities ages 0 to 21 who are navigating the Special Ed. System
- Participate in data collection, reporting and monitoring of cases
- Participate in ongoing citywide outreach efforts, such as community events, conferences and similar
- Participate in team meetings and specific trainings required by Sinergia
- Other duties and activities necessary to carry out the requirements of the position of the Special Education Specialist
- Participate in leadership and organizational partner meetings, and represent the Metropolitan Parent Center at community meetings and events
Job Responsibilities:

- Serve as a Special Education Specialist for families of children and young adults with developmental disabilities, ages 0 to 21
- If necessary, attend IEP, school meeting or any other relevant meeting with parents/legal guardians either virtual or in person once schools re-open
- Maintain timely record of contacts and actions taken in database Salesforce
- Refer parents to Intake as needed or requested
- Participate in citywide targeted outreach events, representing the Metropolitan Parent Center
- Collaborate with other MPC team members in specific projects, as needed

Professional Conduct:

- Maintain absolute confidentiality in regard to all individual served and personnel records
- Adhere to expected work hours/shift and to maintain punctuality when reporting to work
- Abide by all agency policy as outlined in the employee manual
- Maintain good work habits and teamwork relationship with the rest of the Metropolitan Parent Center team and agency employees

Skills Required:

- Demonstrated excellent writing, verbal, interpersonal communication skills
- Strong organization skills. Attentive to details and deadlines
- Preferred experience working with families of individuals with intellectual developmental disability
- Self-directed and well organized
- Comfort with shifting deadlines and priorities
- Proficient in Microsoft Office, including Word, Excel, PowerPoint, Microsoft Teams and Zoom applications

Educational/Other Requirements:

- Associate degree from a two-year college or university, Bachelor preferred
- Preferred: Experience navigation social services, OPWDD and special education
- Preferred: Bilingual English – Spanish
• Desirable: Lived experience as a parent or primary caregiver who has navigated multiple children serving systems on behalf of their child(ren) with social, emotional, developmental, health and/or behavioral healthcare needs is a plus
• Desirable: Experience as a New York State Credentialed Family Peer Advocate (FPA) is a plus
• Willingness to travel via public transportation to locations across the five boroughs throughout the year
• Occasional weekend days might be required

If you are interested in applying for the Special Ed. Specialist positions, please submit a letter of interest together with your resume to the HR Office.

**Attn:** Lenny Moise, Director of Human Resources **Email address:** lmoise@sinergiany.org  
**Telephone:** 212-643-2840 Ex 337 **Cell:** 646-477-7510 **Fax:** 212-999-4982

*NOTE* this job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization. Job descriptions are revised periodically to meet the needs of the organization.