



2082 Lexington Avenue, 4<sup>th</sup> Floor  
New York, NY 10035  
Tel: (212) 643-2840 Toll Free: (866) 867-9665  
Fax: (212) 749-5021  
E-mail: [information@siner giany.org](mailto:information@siner giany.org)  
Website: [www.siner giany.org](http://www.siner giany.org)

Lore Barcelona  
Executive Director

Johnny C. Rivera  
President, Board of Directors

## Job Description

- Position:** Training and Development
- Department:** Metropolitan Parent Center
- Position reports to:** Director, MPC
- Introductory Period:** As per agency policy and procedure (Employee Manual)
- Exemption Status:** This position is exempt and is not eligible for overtime pay for hours work in excess of 35 during a single calendar week (Monday-Sunday)
- Scope of Position:** Under the supervision of Director MPC, Trainer will provide the following primary services:
- Parent Training and Information Center, PTIC, training to diverse audiences
  - Individual consultation, information, and referral
  - Outreach
- Scheduled Hours:** In person, this position doesn't not offer remote option, full-time Monday-Friday (some Saturdays/year for outreach events)

Sinergia's Metropolitan Parent Center, one of the three federal funded Parent Training and Information Center (PTIC) in New York City seeks a Trainer to join its Parent Center staff, which provides information and training especially to families of students with disabilities throughout New York City.

We are seeking a full-time team member that is knowledgeable about New York Early Intervention (birth through 3), Early Learning, and K-12 Public Education systems and who support cultural diversity, belonging, and inclusion for students with disabilities. The right candidate will be effective in providing training to adult learners, including youth with disabilities, and in being a collaborative partner with others in various systems for children, youth, and young adults (0-26) with disabilities.

**Position Summary:** A Parent Trainer’s role is to provide seamless support to families by providing pertinent information to guide and educate them in assessing choices and making decisions regarding their child / youth with special educational needs. The Parent Trainer provides evidence-based informational resources, training, one-to-one support, as needed, and facilitates collaborative partnerships with local, regional, and state nonprofits, for-profit and government entities, and their representatives for system change. Trainer will document and evaluate the quantity and quality of programming delivered.

**Primary Responsibilities for PTIC Training:**

- To develop and or update existing curricula as needed, in English and Spanish, for training for parents, professionals, and self-advocates on the educational system related to IDEA, the Individual Disabilities Education Act.
- Scheduling and presenting live sessions, hybrid, and standalone webinars, including the “Advocacy for Parents Providing Leadership in Education”, [APPLE Academy](#), MPC curriculum for parent leadership classes.
- Assist with the distribution of materials to individuals requesting information or inquiring about training opportunities.
- Identifying and scheduling guest presenters
- Physical setup of in-person or virtual / hybrid workshops, conferences, or resource information at fairs
- Promote the mission and goals of Sinergia through outreach to families, health care providers, educators, hospitals, schools, agencies, and others.
- Represent the agency and the Metropolitan Parent Center in outreach activities such as community resource fairs and round tables among other opportunities to do advocacy.
- Maintaining complete and up-to-date records of training attendance, evaluation and other data points in Salesforce as required in Parent Center’s work plan.

**Primary Responsibilities for Individual consultation, information, and referral:**

- Consultation incidental to training – provide consultation services to workshop attendees including information and referral, and record promptly case interaction in database.

**Shared Responsibilities:**

- Outreach: As needed and assigned participate in outreach events and activities, generate content for social media and website
- Networking: As needed and assigned, participate in community meetings, provider groupings, etc.
- Representation of agency: As needed and assigned, represent Sinergia at government agency meetings, local and regional conferences, etc.
- Under the Program Director’s guidance, sit on committees, taskforce groups, councils, and other community meetings. Collaboration with educators and professionals and other

community agencies who provide exceptional education, early intervention, transition, and related services.

- Attend required programs and all staff meetings and training and workshops and assigned state and national professional development events.
- Traveling as needed for company events and training.

### **Professional Conduct:**

- Adhere to expected work hours/shift and to maintain punctuality when reporting to work.
- Maintain absolute confidentiality about all individual served and personnel records.
- Maintain timely record of contacts and actions taken in Salesforce.
- 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 staff in general.

### **Required Qualifications:**

- Possess knowledge of rules and regulations regarding the implementation of the Individuals with Disabilities Education Act (IDEA), Section 504, Early Intervention, Special Education, section 504, and youth transition services. (Training will be provided to fill knowledge some gaps)
- Pass a background check.
- Preference is given to a parent/guardian or a family member of a person with disabilities.
- Bilingual English – Spanish
- Have some connections into the disability community and local groups.
- Demonstrate ability and commitment to facilitate online parent groups and webinars through program social media pages, web conferencing and related cloud-based platforms.

### **Skills Required:**

- Excellent verbal and written communication skills, in English and Spanish
- Experience working with families of individuals with intellectual / developmental disability.
- Leadership, Classroom Management, Project Management
- Curriculum development, lesson planning, and implementation
- Possess excellent organizational skills, be able to manage their time, and meet deadlines working independently.
- Have experience with public speaking and facilitating parent group conversations.
- Have strong customer service skills. Be able to communicate with people of all demographics. (Written and verbal communication skills)
- Research Skills, Navigating Databases, Microsoft 365
- Preference is given to those with a master's degree in a relevant field (Social Work/Human Services, Education, Program Management, etc.) or Bachelor's degree or five years related work experience instead of a degree

***\*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.***