



Family Support Specialist Job Description 2020

The Family Support Specialist is responsible for responding to the informational needs of parents of children with disabilities and the professionals who serve them under the provisions of the US Department of Education Office of Special Education Programs. Under the supervision of the Project Director, the Family Support Specialist conducts intakes with families and professionals throughout all regions in Virginia and trains parents in their role as partners in education. The Family Support Specialist works in a dynamic team environment.

Required Qualifications:

- Experience in working with professionals, families of children with disabilities, and individuals with disabilities.
- Demonstrated knowledge of the Individual's with Disabilities Education Act (IDEA) and other disability civil rights laws including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.
- Communicate clearly and concisely, both orally and in writing.
- Proficient in all Microsoft Office applications and able to learn new software platforms and applications.
- Excellent organizational, problem-solving skills and willingness to learn.
- Ability to work both independently and as part of as team in a fast-paced environment.
- Comfortable speaking in front of large groups of professionals and parents.
- Available to work some evening and weekend hours including occasional overnight stays out of town.
- Ability to move objects weighing up to 40 pounds.
- Driver's License, an automobile, proof of automobile insurance and an ability to travel to perform job duties as assigned.

Preferred Education

Bachelor's Degree required. Experience may be substituted for academic preparation.

Responsibilities:

Intakes

- Build relationships with families and professionals across the Commonwealth of Virginia.
- Provide parents of children with disabilities, disability-serving professionals, with information about State and Federal disability education provisions, provide problem-solving opportunities, and support that will help them to better meet the needs of children and young adults with disabilities 0-26 years of age and their family members.
- Remain current on State and Federal disability education and disability civil rights laws, regulations, best practices and other rapidly changing developments impacting the lives of people with disabilities.
- Meet all data collection requirements to accurately reflect services provided, objectives met and resulting outcomes.
- Other duties as assigned by Executive Director.

Workshops/Presentations

- Effectively prepare and deliver workshops for parents and professionals on topics related to Special Education and meet audience and time constraints.
- Assist in the planning and advertising of workshops and trainings to meet assigned requirements.
- Assist with planning and conducting statewide trainings to families of children with disabilities.
- Represent PEATC at meetings, conferences, task forces, interagency councils, advisory boards, etc. as assigned.
- Other duties as assigned by Executive Director.

Salary Range: \$20.00/hour - \$22.00/hour for full time employment + excellent benefits package

*As an equal opportunity employer, PEATC believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, PEATC's employment decisions and practices will not be influenced or affected by race, color, creed, religion, national origin, ancestry, citizenship, sex, marital status, veteran status, disability, age or any other characteristic protected by law.