**Overall Responsibility:** The Parent Engagement and Training Manager reports to the Director of Special Populations and Quality and is responsible for providing core trainings for parents, families, youth/individual disabilities and professionals throughout the state.

**Major Tasks and Responsibilities:**

The Intensive Support Specialist is responsible for providing intensive individual support for families of

children with disabilities, ages birth to 26, and for youth with disabilities, including:

* Provide support for parents/caregivers at school meetings (IEP, IFSPs, 504) statewide. Support may be in-person or using technology (conference call, videoconference, Skype, etc.).
* Provide individual assistance to assist with preparation for meetings, including conducting case conferences, explaining provisions of IDEA and exploring options for resolving disputes– by phone, email, or in-person.
* Serve as a backup for the Education Connection Coordinators as requested by the Director of Special Populations and Quality.
* Promote, plan and provide for parents and professionals training for core Education and Special Education workshops (IEP 1 & 2, bullying, etc.).
* Conduct training using technology (webinars, phone training) and in-person (small groups and large conference settings).
* Develop, with key FCSC staff, an outreach plan annually for providing parent education and information training across the state and interfacing with the school districts, including exhibit planning & implementation, collection, development, and statewide dissemination of program information, materials & resources. Identify communities in which targeted outreach should be conducted.
* Assist Professional Development Manager with development of annual calendar of upcoming training, conferences, exhibits, & other program events.
* Develop & maintain relationships with FCSC’s collaborating partners and other agencies, organizations, military, schools and groups serving culturally diverse communities, families of children and youth with disabilities, including for program information dissemination and to coordinate co-sponsorship of training activities and events.
* Represent FCSC and the parent perspective on policy/task forces as requested.
* Assist with identification of translated materials and resources for culturally diverse and limited English Proficiency families, children and youth with disabilities, Tribal members.
* Refer requests for exhibits and prospective Support Parent training candidates to the appropriate Area Manager.
* Disseminate project informational materials during training.
* Complete required evaluation activities, data collection and recording in a timely fashion.
* Meet annual project goals established for the position.
* Attend professional development webinars/conferences (related to nonprofit management, technology, education- or disability-related, etc.).
* Attend all staff meetings, including case meetings.
* Other duties as may be required.

**Qualifications:**

* Bachelor’s degree in Education, Child Development, Social Work, Special Education.
* Knowledge and understanding of education laws, procedures resources (as, IDEA, Section 504, FERPA, and other education and laws related to disabilities and the education of children with disabilities).
* Demonstrated oral communication skills - ability to effectively communicate & collaborate with a diverse array of individuals and groups.
* High degree of cultural competency.
* Demonstrated accurate, professional written communication skills
* Demonstrated experience training diverse groups of people, including families of children and youth with disabilities.
* Demonstrated connections with community/human/social service agencies/school districts, especially those providing services to underserved populations.
* Ability to work independently, prioritize work, maintain attention to detail.
* Ability to maintain strict confidentiality
* Demonstrated ability to keep timely, accurate records and maintain required data.
* Demonstrated strong computer skills, including significant experience with Microsoft office suite (especially able to develop or modify trainings & create handouts using PowerPoint), internet-based programs, email, and database programs.
* The ability to be creative as well as a self-starter and self motivated.
* Personal vehicle for travel.
* Light lifting required.

**Preferences:**

* \*Parents of children with a child that has a disability, chronic health condition, or an individual with a disability are strongly encouraged to apply.
* Significant life experience with children that have a disability or chronic health condition.