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Taconic Resources for Independence, Inc. (TRI) is a disability rights advocacy organization dedicated to empowering persons with disabilities to lead self-directed lives in the community with independence, full inclusion and dignity.

Position: PARENT EMPOWERMENT PROGRAM (PEP) SPECIAL EDUCATION COORDINATOR

Hours: Full Time (9am-5pm or flex with school time 8am-4pm. On occasion, staff presents workshops after 5pm, and table at community events on Saturdays.)

JOB SUMMARY: Provides information, referral and technical assistance to students with disabilities and their families/guardians to achieve their educational objectives. Empowers students and their parents to advocate for their rights and choices within their individual school districts. The overarching objective of the PEP is for parents to create "Speak in One Voice" collaboratives based on self-advocacy models that demonstrate unity in having a singular person, or multiple voices, voicing their concerns and objectives to promote systems change within public school districts.

REPORTS TO: PROGRAM PERFORMANCE MANAGER

ESSENTIAL FUNCTIONS:

1. Coordinates all programming for the Parent Empowerment Program within the special education department
2. Creates 7 – 10 Educational Rights workshops on Individualized Education Plans (IEP), 504 Plans, Special Needs Trusts, Social Security, NY ABLE accounts and/or other legal or financial programs
3. Organizes and/or facilitates workshops, support groups and presentations on educational advocacy and Parent Empowerment Programming: provides technical assistance to parents to form *Speak in One Voice* networks
4. Conducts outreach to 10 community organizations to increase their knowledge of Special Education Advocacy and Parent Programming services offered by TRI
5. Hosts and/or participates in educational advocacy committees and/or networking groups as needed
6. Identifies barriers in Dutchess County schools which prevent students with disabilities from achieving their educational goals; engages in systems advocacy
7. Facilitates social media and Constant Contact blasts regarding PEP activities and workshops

8. Completes monthly, quarterly, and annual data reports and acquire needed data via TRI's survey instrument
9. Keeps detailed reports on consumers and programs
10. Creates a community for parents to network for "Speak in One Voice" initiative
11. Performs other duties and projects as assigned by supervisors.

Qualifications:

- Bachelor's or two-year degree with at least 3 years of professional or personal experience in Special Education advocacy
- Familiarity with Independent Living philosophy/disability advocacy, Section 504 of the Rehabilitation Act of 1973, as amended, Individuals with Disabilities Education Act (IDEA), Parts 100 and Parts 200 and 201 of the Regulations of the Commissioner of Education NYSED
- Excellent writing and communication skills
- Experience with community organizing
- Excellent time management and organizational skills
- Proficiency in computer skills and software, including using Microsoft Outlook, Microsoft Word, Excel PowerPoint, Zoom, and Microsoft Meetings

Must have a valid driver license.

Personal experience with disability a plus.

Competitive salary; full benefits/no cost share; generous PTO

Please send your resume along with a cover letter directly to Katrina Maloney, Program Performance Manager at: k.maloney@taconicresources.org with "PEP" and your last name in the subject line to be considered.

No phone calls, please.

Taconic Resources for Independence, Inc. committed to discrimination-free workplace and to providing equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national orientation, age, pregnancy, mental or physical challenging condition, marital status amnesty, political affiliation, status as a covered veteran, or are the protected characteristics in accordance with applicable federal, state, and local laws.

AN EQUAL OPPORTUNITY EMPLOYER