

Disability and Special Education Educator

ORGANIZATION OVERVIEW:

For 35 years, INCLUDEnyc has been a leader in disability information, training, and direct assistance. Our mission is to foster bright futures for young people (birth to age 26) with any disability by creating access to educational, employment, and independent living opportunities, and advocating for meaningful inclusion for young people with disabilities in the community. All our services are free of charge and no one is ever turned away. (For additional information, visit www.includenyc.org)

JOB SUMMARY:

The Disability and Special Education Educator provides direct assistance and trainings for parents and professionals working with young people with disabilities. The ideal candidate will have knowledge of early childhood and/or school-aged special education as well as the service systems that support youth with disabilities. As part of his/her responsibilities, the Disability and Special Education Educator will conduct outreach to schools, community organizations and other stakeholders, cultivate and grow partnerships, and identify and maintain information resources.

KEY RESPONSIBILITIES:

- Support family members both in person and over the phone by helping them clarify issues, address barriers, and determine a course of action.
- Deliver workshops to families and professionals on a wide range of disability-related topics.
- Identify, research, and provide information resources for youth, families and professionals.
- Track and update this information in a secure database.
- Represent INCLUDEnyc at meetings, events, and conferences, as requested.
- Dedicate time to ongoing personal and professional learning and growth.

REQUIRED QUALIFICATIONS:

- 2+ years working with families and/or youth with disabilities in educational or human services setting.
- Bachelor's degree required.
- Written and verbal fluency in English required; additional fluency in Spanish is strongly preferred.
- Knowledge of educational landscape in NYC, including experience working in Manhattan, Bronx, Queens, Brooklyn, and/or Staten Island.
- Self-directed and well-organized with a strong ability to multitask.
- Comfort with shifting deadlines and priorities.
- Creative problem-solving skills.
- Proficiency with Microsoft Office (including Word, Excel, PowerPoint), Google Apps for Business (Gmail, Docs/Drive/Calendar), and Salesforce preferred.
- Willingness to travel via public transportation to locations across the five boroughs. Occasional evenings and Saturdays required.

- Demonstrated commitment to INCLUDEnyc’s mission of building positive outcomes for young New Yorkers with disabilities.

TO APPLY:

Please send resume, cover letter and salary requirements in .doc or .pdf format, subject line: “LAST NAME_Disability and Special Education Educator” to jobs@includenyc.org.

As an equal opportunity employer, INCLUDEnyc believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, INCLUDEnyc 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.

Professional Development Trainer: Disability and Special Education

ORGANIZATION OVERVIEW:

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JOB SUMMARY:

The Professional Development Trainer will develop and deliver technical assistance and professional development training for a wide variety of stakeholders from the early childhood and/or school-aged special education disability community. Stakeholders may include school staff, organizational professionals working with young people with disabilities, as well as families. S/he will deliver training and direct assistance to both individuals and groups. The trainer will also be responsible for cultivating and maintaining school and community-based partnerships to provide ongoing support that promotes positive outcomes for young people with disabilities.

KEY RESPONSIBILITIES:

- Provide professional development to school and program staff as well as to family members of young people with disabilities.
- Support youth, family members, and professionals both in person and over the phone by helping them clarify issues, address barriers, and determine a course of action.
- Identify, research, and provide information resources for youth, families and professionals.
- Track and update this information in a secure database.
- Represent INCLUDEnyc at meetings, events, and conferences, as requested.
- Dedicate time to ongoing personal and professional learning and growth.

REQUIRED QUALIFICATIONS:

- 4+ years providing professional development and/or technical assistance.
- Master's degree in education, social work or related fields required.
- Written and verbal fluency in English required; additional fluency in Spanish strongly preferred.
- Knowledge of educational landscape in NYC, including experience working in Manhattan, Bronx, Queens, Brooklyn, and/or Staten Island.
- Self-directed and well-organized with a strong ability to multitask.
- Comfort with shifting deadlines and priorities.
- Creative problem-solving skills.
- Proficiency with Microsoft Office (including Word, Excel, PowerPoint), Google Apps for Business (Gmail, Docs/Drive/Calendar), and Salesforce preferred.
- Willingness to travel via public transportation to locations across the five boroughs. Occasional evenings and Saturdays required.
- Demonstrated commitment to INCLUDEnyc's mission of building positive outcomes for young New Yorkers with disabilities.

TO APPLY:

Please send resume, cover letter and salary requirements in .doc or .pdf format, subject line: "LAST NAME_Professional Development Trainer" to jobs@includenyc.org.

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