

PTI Nebraska Job Description

Job Title: Special Education Information Specialist (School-Aged)
Reports To: Executive Director
FLSA Classification: Part-Time, Non-Exempt Position

Position Summary:

PTI Nebraska is a nonprofit organization that provides information, training, support, and resources to parents and families of children and young adults with disabilities from birth through age 26. Our services help families navigate early intervention, special education, and transition to adulthood processes, and develop the knowledge and skills needed in order to advocate effectively for their children's needs.

The Special Education (School-Aged) Information Specialist is responsible for providing information, support, training, and resources to parents, caregivers, and families of children, youth, and young adults with disabilities, with a focus on special education processes, supports and services, and other related topics. This position also provides resources and training to professionals who serve and support children, youth, and young adults with disabilities.

Essential Duties and Functions:

- Hours may include some evenings, weekends, and in-state travel as needed.
- Use varied communication techniques to address the needs of the individuals being served (I.e., phone, email, online tools, mail, in-person, social media).
- Be knowledgeable about and provide current and relevant information regarding:
 1. Individuals with Disabilities Education Act (IDEA), federal special education law
 2. Rule 51 Nebraska special education regulations
 3. Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)
 4. Parent rights and responsibilities within federal and state laws and regulations
 5. Disability specific information
 6. Effective communication strategies
 7. Behavioral supports
 8. Dispute resolution options
 9. Bullying
 10. Resources available for children and young adults with disabilities
 11. Other topics related to special education supports, services, and resources as needed
- Schedule and conduct trainings on topics listed above and other related topics based on the need. Share training opportunities by connecting with parents, schools, and appropriate organizations and agencies.
- Develop, update, and revise training presentations as needed.
- Complete pertinent grant objectives and activities within established timelines.
- Achieve a high rating (Strongly Agree or Agree) on at least 90% of training and immediate assistance evaluations.
- Complete all administrative tasks necessary to track and deliver project goal outcomes (I.e., appropriate documentation including database entry of individual assistance contacts, resources provided, trainings conducted, meetings attended, events/vendor tables hosted, resources developed).

- Complete all required administrative tasks and documents on time, including timesheets, leave of absence requests, and expense reimbursement requests.
- Participate in staff meetings and attend staff development meetings, trainings, and events.
- Participate in local and state committees as assigned.
- Fulfill other duties as assigned by the Executive Director or as requested by project funding agencies.

Minimum Qualifications – Education, Experience and Skills

- Applicants must have lived experience with disability. Preference will be given to family members and caregivers of an individual with a disability, and to people with a disability.
- A valid Driver’s License in the state in which you reside and access to reliable transportation, as traveling to conduct training or attend committee meetings and conferences at different locations in Nebraska is required.
- Bachelor’s Degree in a related field plus 1 year of full-time, related experience is preferred OR a minimum of 5 years of full-time, related experience, including experience with advocating, information sharing, and community outreach.
- Knowledge of or the ability to learn about disability laws, including IDEA, Rule 51, Section 504, and the ADA.
- Knowledge of or the ability to learn Microsoft Office products, Zoom, and other software as needed.
- Strong communication skills, including:
 - the ability to work effectively with a wide range of individuals from diverse backgrounds and in different communities across Nebraska.
 - effective active listening, verbal, and written skills to appropriately assess and discuss the needs of the individuals being served and provide the information and resources needed to assist them in addressing their concerns.
 - good presentation skills for trainings conducted in-person and virtually.
 - teamwork and collaboration skills.
 - problem-solving and conflict resolution skills.
- Ability to multitask.
- Good time management and self-direction skills.
- Follow the organization’s policies and procedures outlined in the handbook.
- Must be able to meet the following physical demand requirements (reasonable accommodations may be made to enable individuals with disabilities to perform these functions):
 - Talking
 - Hearing
 - Using fingers and hands to handle objects, tools, and equipment and reaching with hands and arms
 - Standing, sitting, and walking
 - Bending, stooping, or kneeling
 - Occasionally lifting up to 30 lbs

This job description in no way states or implies that these are the only duties to be performed by an employee in this position. The employee will be required to follow any additional job-related directives and to perform any additional job-related duties as requested by the Executive Director of PTI Nebraska.

PTI Nebraska does not discriminate, and all applicants will be considered for employment without attention to race, color, religion, national origin, sex, age, or disability. Job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

The requirements listed in this document are the minimum levels of knowledge, skills, and abilities needed to perform this job successfully. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.