

PTI Nebraska Job Description

Job Title: Special Education Information Specialist (School-Aged)

Reports To: Supervisor and/or Executive Director

FLSA Status: Non-Exempt Position

Hours: Part-time 25 hours per week

Work Location: Remote (Work from Home)

Geographic Location Requirement: Applicants must reside in one of the following Nebraska areas:

- **Central Nebraska:** Kearney, Hastings, Grand Island, Lexington, and surrounding communities.
- **Columbus–Norfolk Area:** Columbus, Norfolk, and surrounding communities.

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 with disabilities.

Essential Duties and Responsibilities:

- Work hours may include some evenings and weekends as needed.
- Some in-state travel is required for community outreach/activities, meetings, and trainings.
- Use a variety of communication methods to meet the needs of the individuals being served including phone, email, online tools, mail, and in-person.
- Maintain current knowledge of, and a willingness to continue learning about, the following topics to provide accurate information, resources, and support to families:
 - Individuals with Disabilities Education Act (IDEA), federal special education law (Individualized Education Programs – IEPs)
 - Nebraska Rule 51 special education regulations (Individualized Education Programs – IEPs)
 - Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)
 - Parent rights and responsibilities under federal and state laws and regulations
 - Disability-related information
 - Effective communication strategies
 - Positive behavioral interventions and supports
 - Dispute resolution options and processes
 - Bullying prevention and response
 - Resources available for children and young adults with disabilities
 - Other topics related to special education supports, services, and resources as needed
- Conduct trainings on the topics listed above and other related topics based on identified needs.
- Develop, review, and/or update training presentations and materials as needed.

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- Participate in community resource fairs and outreach events as needed.
- Complete assigned grant objectives and activities within established timelines.
- Maintain accurate and timely documentation of activities and outcomes, including individual assistance contacts, materials provided, trainings conducted, meetings attended, and outreach events and resource fairs attended.
- Complete all required administrative tasks and documentation within established deadlines, including database entries, timesheets, leave requests, and expense reimbursement requests.
- Participate in staff meetings as required.
- Participate in required professional development and training opportunities.
- Participate in local and statewide committees and collaborative activities as assigned.
- Perform other job-related duties as assigned.
- Follow the organization's policies and procedures outlined in the employee handbook.

Minimum Qualifications – Education, Experience and Skills

- A valid Driver's License in the state in which you reside and access to reliable transportation, as traveling to conduct training or attend meetings and events at different locations in Nebraska is required.
- College degree in a related field and one year of related experience OR a minimum of four years of related professional experience.
- Knowledge of or the ability to learn about disability laws and regulations, 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 and interpersonal skills, including active listening, verbal and written communication, and the ability to work effectively with individuals and families from diverse backgrounds.
- Ability to understand family concerns and provide appropriate information, resources, and support.
- Effective presentation skills for in-person and virtual trainings.
- Strong teamwork, collaboration, problem-solving, and conflict resolution skills.
- Good organizational, time management, and multitasking skills, with the ability to work independently.
- **Parents and caregivers of children with disabilities, as well as individuals with disabilities, are encouraged to apply.**

Physical Requirements

The physical demands described below are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Communicating effectively with others through talking and hearing.
- Using hands and fingers to handle objects, tools, and other work-related equipment.
- Sitting, standing, walking, reaching with hands and arms, bending, stooping, kneeling, and maintaining balance.
- Occasionally lifting or moving up to 30 pounds.

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.