



POSITION DESCRIPTION: EDUCATION MANAGER

Special Kids Connect is a 501 (c)(3) charitable organization whose mission is to develop resources, raise awareness, and provide support for children with disabilities and their families.

Title: Education Manager

Work Schedule: Full-time, hourly (40 hours/week)

Work Site: Special Kids Connect, 334 Main St., Salinas and other locations within and occasionally outside of Monterey County, as described below.

Travel Required: Approximately 30%

JOB OVERVIEW:

Under the direction of the Executive Director and in collaboration with Special Kids Connect's staff and Board of Directors, the Education Manager's primary role is to develop, lead, and oversee programs and initiatives pertaining to Special Kids Connect's role as Monterey County's California Department of Education (CDE)-funded Family Empowerment Center (FEC). This position involves program management, staff supervision, and collaboration with local schools, agencies, and stakeholders to ensure that Monterey County families receive the support they need to become effective advocates for their children's education.

RESPONSIBILITIES:

SKC's Education Manager is an integral part of the Special Kids Connect supervisory team. Responsibilities of this position include, but are not limited to, the following:

1. Program Leadership and Management:

- Inform, implement, and evaluate SKC-hosted educational programs, workshops, conferences, and services that meet the needs of families who have children deemed eligible or who are potentially eligible for special education services through their school district.
- Ensure adherence to policies and best practices set forth by the CDE Special Education Division and its contracted technical assistance provider Seeds of Partnership.
- Take an active role in Special Kids Connect's annual FEC Grant Application process by providing input on SKC's anticipated major activities and associated performance outcomes for each activity.
- In collaboration with the Executive Director, monitor SKC's FEC work by ensuring SKC's grant activities and outcomes are being met to the best of SKC's ability.
- Chair the development, execution, and post-event evaluation of Special Kids Connect's annual Special Education Conference, presented in collaboration with Monterey County SELPA.
- With guidance from Directors, inform and develop collateral designed to support service navigation for families, including organizational binders for adult transition guidance.
- Ensure that Family Empowerment Center (FEC) staff members are individually providing high quality 1:1 support consistent with best practices.
- Stay current with educational trends, policies, and best practices to inform program development.
- Identify and participate in relevant continuing education opportunities for professional development.
- Model and promote professional conduct when engaging with families, professionals, and community partners, both in person and via virtual platforms (e.g., Zoom), including attire, communication style, and setting.

2. Staff Supervision and Development

- Inform recruitment and organize FEC trainings for Family Support Specialists.
- Supervise a team of Family Support Specialists, each of whom will have a direct reporting relationship to this role of Education Manager.
- With guidance from Directors, identify an optimal structure for meeting Monterey County families' educational support needs throughout the year that takes into account staff availability and the need / desire to staff satellite locations.
- Identify ongoing professional development opportunities for staff to enhance their skills and effectiveness.

3. Community and Stakeholder Engagement:

- Build and maintain strong relationships with Monterey County SELPA, local school districts, the San Andreas Regional Center, and other community organizations who play a key role in the lives of students receiving special education services in Monterey County.
- Promote Special Kids Connect's Family Empowerment Center's work at community events.
- Represent and advocate for Monterey County's families and special education stakeholders through active participation in local, regional, and state meetings and conferences. This includes in-person attendance at the annual Family Empowerment Disability Council (FEDC) conference, traditionally held in Sacramento each August.
- Represent Special Kids Connect as an active member of CAPTAIN (California Autism Professional Training And Information Network).

4. Evaluation and Reporting:

- Ensure spending records are maintained in accordance with CDE requirements and policies.
- Ensure FEC cases are recorded accurately and timely into Salesforce, in accordance with UPL (Unlicensed Practice of Law) principles and best practices.
- Oversee the FEC referral process and ensure that referrals are processed with timely follow-through that is consistent with SKC's referral policies.
- Maintain records that meet reporting requirements for CDE and for funders who support FEC-led programs.
- Prepare and present regular reports on program outcomes to the Executive Director and Board of Directors.
- Ensure parent and family data is collected in accordance with FEC reporting requirements.
- Prepare annual FEC outcomes report per CDE requirements.

5. Special projects & other duties as assigned.

In addition, this position should actively support the SKC team in exploration, identification, and prioritization of the ever-changing needs of SKC's constituencies (children, families, professionals) and work collaboratively to develop creative approaches to addressing those needs.