



## POSITION DESCRIPTION: EDUCATION DIRECTOR

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

**Work Site:** Special Kids Connect Salinas office and remote sites, as appropriate

**Position:** Full time, Exempt (not eligible for overtime pay)

**Daily schedule varies.** Evening and weekend shifts are possible.

**Travel Required:** 20% - 30%

### AGENCY OVERVIEW

Special Kids Connect is a 501 (c)(3) charitable organization founded in 2007 whose mission is to develop resources, raise awareness, and provide support for children and adults with disabilities and their families in Monterey County. Its vision is that *all* individuals and families with special needs are informed and empowered to access and utilize the resources available to them and that they are not only included but are warmly welcomed into their communities. Special Kids Connect does this through three areas of focus:

***Community Navigation*** – Special Kids Connect receives funding from the California Department of Developmental Services to provide training, information, and 1:1 support to assist Monterey County families who have members with developmental delays and/or disabilities (ages 0 through end of life) with community service navigation, application assistance, coaching, advocacy training, and peer-to-peer support.

***Family Empowerment Center*** – Special Kids Connect receives funding from the California Department of Education as Monterey County’s Family Empowerment Center, providing training and information to families of children and young adults with disabilities, between the ages of 3 and 22, to assist in their understanding and utilization of educational supports and services.

***Community Programs*** – Special Kids Connect actively pursues and receives funding through community / foundation grants, private donations, and corporate sponsorships to provide a wide range of programs and services to meet the everchanging needs of Monterey County’s special needs community. These include Special Kids Connect’s REACH recreational programs, SibStar sibling workshops, Youth Volunteer League, STAR Toy Library, and Outreach Events & Special Projects.

### JOB OVERVIEW

Under the direction of the Executive Director and in collaboration with Special Kids

Connect's staff and Board of Directors, the Education Director'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 strategic planning, program development, budgeting, marketing, 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:**

Special Kids Connect's (SKC) Education Director is a key member of SKC's director team, supporting the Executive Director, the Community Services Director, and Community Programs Director in the funding, development, and implementation of programs and services, insuring they are consistent with SKC's mission and are fiscally sound. Responsibilities of this position include, but are not limited to, the following:

### 1. Program Leadership and Development:

- Design, implement, and evaluate 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 that program outcomes are aligned with grant funding requirements.
- Develop curriculum and training materials for workshops, seminars, and other educational activities.
- Develop and oversee the execution of collateral designed to support service navigation for families, including a countywide resource directory and organizational binders for adult transition guidance.
- Ensure Family Empowerment Center (FEC) staff members individually provide 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.

### 2. Staff Supervision and Development:

- Recruit, train, and supervise an FEC team that includes Family Support Specialists and an FEC Coordinator.
- Provide 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.
- Represent Special Kids Connect as an active member of CAPTAIN (California Autism Professional Training And Information Network).

#### 4. Financial Management & Invoicing:

- Develop and manage the Special Kids Connect's Family Empowerment Center budget, ensuring proper and efficient use of resources.
- Collaborate with Special Kids Connect's bookkeeper to ensure invoices are sent to the California Department of Education (CDE) in a timely fashion.
- Ensure records are maintained in accordance with CDE requirements and policies.
- Follow and adhere to CDE's requirements & deadlines for invoice and budget (including budget revision) submissions.

#### 5. Evaluation and Reporting:

- 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 reports, as needed, for CDE and other funders who support FEC programs.
- Establish internal metrics for assessing program effectiveness and impact. Use data-informed insights to continuously improve offerings.
- Prepare and present regular reports on program outcomes to the Executive Director and Board of Directors.

#### 6. Special projects & other duties as assigned.

In addition, this position should actively support the SKC director-team and SKC's staff 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 and funding those needs.

## **MINIMUM REQUIREMENTS / QUALIFICATIONS**

Candidates must have one or more of the following:

- Special Education and/or Education Specialist Credential (preferred)
- Multiple Subject Teaching Credential
- Single Subject Teaching Credential
- PK-3 Early Childhood Education (ECE) Specialist Instruction Credential

In addition, candidates must demonstrate:

1. Working knowledge of IDEA (Individuals with Disabilities Education Act) and have been a collaborative participant in IEP meetings
2. Strong customer service and communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to recognize and work with confidential information
3. Ability to manage requests/needs of multiple families and work on multiple projects simultaneously
4. Ability to manage multiple tasks and achieve deadlines under pressure
5. Ability and means to travel on a flexible schedule as needed
6. A valid California driver's license, proof of vehicle insurance (liability and property damage on vehicle used), and reliable transportation or the ability to secure timely transportation to perform the essential functions of the job.
7. Proficiency in MS Office products (Word, Excel, PowerPoint) and Google Drive with a willingness to learn additional programs, as needed
8. A detail-oriented, positive attitude conducive to working effectively as a team member

## **DESIRED QUALIFICATIONS**

- Multilingual and multiliterate with fluency in both English and Spanish
- Supervisory experience
- Experience with Salesforce or similar client data management system
- Experience with Adobe Creative Suite

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that should be expected by an employee to successfully perform the essential functions of this job.

- Frequently move about inside the office to access file cabinets, office machinery, etc.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine/printer.
- Occasionally positions self to maintain files in file cabinets.
- Frequently moves boxes weighing up to 20 pounds across office for various needs.

- Hearing and speech to communicate in person, before groups, and over the telephone.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range (within a few feet of the observer).

## **COMPENSATION**

Full-time exempt, salaried position. Medical, dental, vision benefits package.  
Compensation based upon education and experience.

## **EEOC [EQUAL EMPLOYMENT OPPORTUNITY COMMISSION] STATEMENT**

It is the policy of Special Kids Connect to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.