



## Job Description

<b>Job Title:</b>	Education Advocate, Grade 5
<b>Reports to:</b>	Lead Education Advocate
<b>FLSA Status/Schedule:</b>	Non-Exempt; 37.5 hours per week
<b>Location:</b>	Onondaga and Madison Counties

**ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.**

### Job Summary:

The Education Advocate assists parents and students with disabilities in the special education system in accessing the accommodations and equal educational opportunities afforded by law. The advocate has a working knowledge of special education laws, the Americans with Disabilities Act, and federal laws that affect the rights of students with disabilities. Services are provided in Madison and Onondaga Counties.

### Qualifications:

- Bachelor's degree required, Master Degree preferred; or, equivalent combination of education and related experience working in the education advocacy field and/or with persons with disabilities
- Knowledge of special education law, the ADA and the processes that govern special education proceedings
- Excellent advocacy skills and ability to form collaborative relationships
- Clean driver license and reliable, insured, inspected vehicle
- Computer proficiency

### Essential Functions:

- Inform parents/guardians of their child's rights and suggest appropriate special education services and programs to meet their needs
- Facilitate understanding of the child's educational needs by explaining reports in plain language to families and educators
- Help families prepare for CSE and IEP meetings, including considering goals, reviewing evidence and materials, and help develop strategies
- Review special education and section 504 documents, including student files, evaluation assessment reports, IEPs and Section 504 Plans
- Accompany parents to IEP, Section 504, and other school meetings and provide advice and assistance as needed throughout the process
- Work with parents to get their concerns heard by the district and help resolve disputes that may arise
- Draft letters and written requests to school and district personnel; draft complaints to school districts and the State Department of Education, if needed
- Deliver disability awareness trainings to community partners
- Network with other service providers in the community
- Provide appropriate referrals, both within the agency and in the community
- Ensure that individuals are accommodated in receiving services, and provide alternatives to service delivery as needed
- Uphold code of ethics, code of conduct and all ARISE policies and procedures
- Exercise sound judgment as a matter of course, and hold protected health information and other

sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies

- Consistently represent ARISE professionally by demonstrating the highest ethical standards
- Perform other duties as assigned

**Benefits:**

- Generous paid time off includes:
  - 12 holidays
  - 20 Earned Time Off days in years 1 & 2; increases to 25 ETO days after 2 years
- Participation in the 401(k) plan can start soon following date of hire; employer match after one year includes 100% vesting immediately
- Very affordable, comprehensive group medical insurance coverage, as well as dental and vision coverage
- Flexible spending arrangement (medical / dependent care)
- Free life insurance and long term disability coverage
- Free / Confidential Employee Assistance Program
- Option to enroll in voluntary benefit plans at annual open enrollment