



Job Description

Job Title: Education Advocate, Grade 5
Reports to: Lead Education Advocate
FLSA Status/Schedule: Non-Exempt; 37.5 hours per week
Location: 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:
 - 11 paid holidays plus
 - Summer hours Fridays – as scheduled from Memorial Day to Labor Day
 - 20 Earned Time Off days (5.77 hours accrued each biweekly pay cycle) in first and second year of employment; 25 ETO days after 2 years; 30 ETO days in future milestone years
- Participation in the 401(k) plan available at hire; 100% vested employer match after one year
- Excellent medical plan through Excellus BC/BS
- Great dental and vision coverage through Guardian / VSP
- Company-paid health reimbursement arrangement (HRA) covers first 70% of deductible
- Flexible spending arrangement (FSA) for both medical expenses and dependent care
- Free life insurance and long term disability coverage through Lincoln Life
- Free / Confidential Employee Assistance Program (Help-People affiliated with Crouse Hospital)
- Option to enroll in voluntary benefit plans at annual open enrollment

Rev 2020 January 23