

Job Title	Special Education Advocate
Employer/ Agency	The Arc of Greater Houston
Job Description	<p>This position is a long-term, part-time, direct, 1-on-1, advocate position</p> <p>This position:</p> <ul style="list-style-type: none"> - advises parents concerning special education best practices, rights, and parental responsibilities; - reviews individual student special education records, evaluations and education plans; - provides appropriate special education services and placement recommendations to - families based on accurate knowledge of special education law and student records/documents review; - as needed, individually attends and represents parent/child special education interests at school ARD - meetings to ensure appropriate services and placement; - provides information and referral for families and the public to expedite accessing - disability-related programs and services; - represents The Arc on local/regional/state committees as appropriate; <p>The position's main activity focuses on one-on-one work with families, reviewing their child's school records, understanding the needs of the child within public school setting and collaborating with these families to ensure successful educational results. Training of Professionals, leading a Parent Support Group, and attending outreach events may also be required.</p>
Qualifications	<p>Qualifications</p> <ul style="list-style-type: none"> - Bachelor's degree (social science field a plus) <p>Requirements</p> <ul style="list-style-type: none"> - Knowledge of disabilities; particularly intellectual and related developmental disabilities - Some experience working in or with special education; familiarity with special education law - Excellent and proven advocacy skills (negotiation,

	<p>communication, and interpersonal skills)</p> <ul style="list-style-type: none"> - College level writing skills (writing will be assessed in initial interviews) - Ability to review and understand medical, school and other evaluations - Ability to frequently travel within Harris County (mileage paid from office) - Ability to successfully interact with families from all socioeconomic backgrounds - Ability to work a flexible schedule that occasionally may include evenings or weekends <p>Other considered skills/characteristics</p> <ul style="list-style-type: none"> - Parent of child(ren) with disability preferred, but not required. - Fluent Spanish speaking/writing bilingual a BIG plus!
Salary/Hours	The position is truly part time (25 hours per week with some flexibility of schedule) and will remain so for the foreseeable future. The benefits offered do not include health insurance but do include paid sick and holiday leave. The start date is flexible.
Employer/Agency	The Arc of Greater Houston
Address	3737 Dacoma, Suite E
City, State, Zip	Houston, Texas 77292
Contact Person	Michelle Howard-Herbein, MSW
Contact Title	Executive Director
Email Address	michelleh@aogh.org
Application Method	Please send Letter of Interest and Resume to michelleh@aogh.org
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK