

Job Title:	Director of Education
Position Type:	Salary Exempt Full-Time Employee (40 hours/week)
Reports to:	Executive Director
Position Description	
<p>The North Carolina Down Syndrome Alliance is a nonprofit support, resource, and advocacy organization serving individuals with Down syndrome, families, and professionals. Our mission is to empower, connect, and support the lifespan of individuals with Down syndrome, their families, and the community through outreach, advocacy, and education in North Carolina. To learn more about North Carolina Down Syndrome Alliance, please visit our website at www.ncdsalliance.org.</p> <p>The NCDSA is seeking a dynamic, passionate, and organized educator. Reporting to the Executive Director, the Director of Education will oversee the design and implementation of educational programs for families, individuals with Down syndrome, and the community. The individual must have working knowledge of special education law, the American with Disabilities act, and knowledge on how to provide support for parents and students with Down syndrome in the special education system. The Director of Education will also support programs and fundraising efforts to carry out the strategic goals of NCDSA.</p>	
Position Duties	
Educational Programming 40%	
Oversee the development, planning, and implementation of all programs in the Learning Institute.	
<ul style="list-style-type: none"> • Learning Program- is four levels of classroom programming for parents and their learners. The Learning Program is delivered virtually and in-person from September through June. The goal of The Learning Program is to empower parents as teachers and advocates for their learners and to improve academic outcomes. • Afterschool Academy provides weekly 1-hour classes supporting growth in academics, communication, and social skills. Staffed with credentialed teachers supported by interns and volunteers, ASA is for students in 3rd through 6th grade and ASA II is for students in 9th grade through post high school transition. • Community Classroom is a series of webinars, workshops and conferences designed to raise awareness and educate community partners on best practices when including people with Down syndrome. • The North Carolina Down Syndrome Conference is a statewide conference that brings together nationally and regionally recognized experts in their fields. Conference sessions cover diverse topics relevant across the lifespan of individuals with Down syndrome. • Lifespan & Transitioning Program is a program that hosts monthly workshops, webinar series, & consultation services to prepare parents and caregivers for smooth transitions with IEP educational plans, benefits, financial planning, puberty, behavior, and transitioning to adulthood. • Homeschool Co-op, Summer Camp, and other educational programming as needed. 	
Educational Advocacy 30%	
<ul style="list-style-type: none"> • 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 IFSP 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. • Draft letters and written requests to school and district personnel 	
Fundraising & NCDSA Sponsored Events 20%:	
<ul style="list-style-type: none"> • Assist in NCDSA fundraising activities to support existing program operations and future program opportunities. • Apply for grants and secure sponsors to support the Learning Institute. • Assist Development team with Annual Reports 	
Other Duties 10%:	
<ul style="list-style-type: none"> • Effectively utilize all aspects of communications & marketing tools (web presence, newsletter, letters, and other mailings) with the goal of creating a stronger brand. • Maintain contact with families, parents, communities, and individuals with Down syndrome to support their needs and link with resources as necessary. • Assist with phone calls, emails and in-person visits. 	
Qualifications	
<ul style="list-style-type: none"> • Bachelor's degree required in special education, Master's 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. • Experience with individuals with disabilities is required. Preferred, experience working with individuals with Down syndrome. • Ability to work within a budget, have strong time-management, communication, and organizational skills. • Passion, idealism, integrity, cheerful outlook, mission-driven, and self-direction required. • Able to prioritize and manage your schedule and able to work with minimal supervision. • Competent in the use of Microsoft Office Suite, Google, and social media. • Bilingual preferred but not required. 	
Additional Requirements	
<ul style="list-style-type: none"> • Must pass a criminal background check and submit to pre-employment & random drug tests & have a valid North Carolina driver's license. • Must be available for some nights and weekends and travel is required 15-20 days per year. 	
Summary	
<p>The requirements listed above are not all inclusive and subject to change. This position will remain flexible to meet the needs of the NCDSA Board, Executive Director, Families, and the Community it serves and supports.</p> <p>The expected salary range is \$45,000-\$47,000. Benefits include 15 days of PTO, 10 Paid Holidays including 2 floating holidays and \$400/month Healthcare Stipend.</p> <p>Contact Information: This position is to be filled for NCDSA by Christina Reaves, Executive Director. Please email resume to info@ncdsalliance.org.</p>	