

## **PROGRAM FACILITATOR (PARENT EDUCATION)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for coordinating and conducting a training program for parents of children with special needs regarding the regulations of the Commissioner of Education about special education. The incumbent is also responsible for educating parents about their due process rights and how to become active members of their child's educational planning in order to assist children with special needs to be more successful in school. The work is performed under general supervision with some latitude for planning and administering the work. The incumbent exercises no supervision.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, develops and implements programs to educate parents of children with special needs about federal, state and local regulations governing special education by conducting workshops, forums and group discussions;

Explains eligibility requirements and determinations to parents of children with special needs;

Explains what an Individualized Education Program (IEP) is to parents of children with special needs, the role of the parent and the benefits of active involvement in their child's IEP;

Designs, develops and distributes literature, brochures and advertising for program promotion and community education purposes;

May distribute written material and set up and take down audio-visual equipment, such as televisions, VCR's, overhead projectors, slide projectors, etc. that are necessary to conduct the workshop;

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May serve as a liaison between parents of children receiving special education services and the appropriate Committee on Special Education (CSE) or the Committee on Preschool Special Education (CPSE);

May be required to prepare reports on outcomes and feedback from training or workshop participants for review by higher level administrators.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of federal, state and local regulations governing special education; ability to plan, implement and evaluate educational programs, including the development and delivery of presentations; ability to understand and interpret complex oral and written instructions; ability to operate a personal computer and utilize common office software programs, including word processing and desktop publishing; ability to demonstrate and instruct others using role-playing techniques; ability to communicate effectively with the public; and ability to understand and empathize with the needs and concerns of others.

### MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Education, Special Education, Nursing, Social Work or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in one of the academic areas stated in (A) above and two (2) years of experience working with children

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with special needs; or

- ( C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as stated in (B) above;
- (D) An equivalent combination of training and experience as stated in (A), (B) and (C) above.

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Originated:02/10/04  
Jurisdictional Class:Competitive  
Public Hearing:N/A  
NYS Civil Service Commission Approval: N/A

Removed from draft and placed in classplan on 2/19/04  
Revised and Replaced in Classplan: 2/28/2023