



APOYO A LAS FAMILIAS
SUPPORT FOR FAMILIES
家庭支援中心

K-12/Transition Education Manager

About Us

Support for Families of Children with Disabilities is a nonprofit organization founded in 1982. Our mission is to provide support for families of children with disabilities and other special health care needs throughout San Francisco. We provide education, information, and support to help families secure and navigate services so their children can thrive. Many of our employees are themselves parents of children with disabilities and special healthcare needs, so we are able to offer unique parent-to-parent support for many families.

Position Description

The K-12/Transition Education Manager reports to the Director of Education and Community Engagement and is responsible for developing, implementing, and meeting goals aligned with educational support for families with children with disabilities. This is a full-time, exempt position that supervises two part-time education coordinators.

Role Responsibilities

- In collaboration with the Director of Education and Community Engagement, manage Community Parent Resource Center (CPRC), Parent Training Institute (PTI), and Family Empowerment Center (FEC) projects, including relationships with the funders, proactively meeting grant deliverables, and ensuring accurate data and financial information in reporting
- Manage the creation of a scope and sequence for training and workshops focused on K-12 Transition aged youth for families, professionals, youth, and staff, that is aligned with grant deliverables and SFCD mission
- Lead trainings as needed
- Coordinate with data team to collect, maintain, and manage data as necessary to meet reporting deadlines and complete grant applications
- Represent SFCD at external meetings
- Understand and cascade information necessary to support programmatic goals
- Maintain relationships with SFUSD Special Education, Alternative Dispute Resolution, Community Advisory Councils, and Community Alliance for Special Education team ensuring alignment of SFCD trainings with stakeholders
- Manage all SFUCD support group logistics including contracting support group leaders and scheduling meetings, and collaborate to develop the infrastructure and foundation for new and ongoing support groups with the Director of Clinical Support and the Director of Education and Community
- Manage planning and implementation of the annual SFCD Information and Resource Conference (IRC)
- Schedule topics and trainings for Learning Lab in collaboration with managers and directors
- Identify speakers for monthly Parent/ Professional Workshops
- Other duties as assigned

Ideal Candidate Experience and Qualities

- Minimum of 5 years working with families in a professional setting
- Strong understanding of IDEA, including IEP and 504 processes and accommodations
- Familiarity with SFUSD--K-12 Teaching Experience preferred



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- Experience working within a team environment
- Broad knowledge of the range of services in San Francisco for children with disabilities and special health care needs, and deep knowledge of educational supports--including supports for transition-aged youth
- Must be culturally sensitive to the needs of people from diverse backgrounds as well as the layers of oppression that often impact families
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Experience in data collection and reporting
- Proficiency in Microsoft Office Suite
- Bachelors degree required. Masters degree in education, social work, or similar field welcomed.
- English fluency required, bilingual in Spanish, Cantonese, or other language a plus
- All applicants are welcome. Candidates who identify as Black/African American, individuals with disabilities, and/or are parents of children with disabilities encouraged to apply.

Physical Requirements

Ability to sit for extended periods of time while using office equipment. Function in activities of walking, bending, squatting, reaching, and some lifting of supplies and materials.

Note

- We understand strong candidates may come from a variety of backgrounds and unique experiences, particularly communities of color who have faced systemic oppression and barriers. If you feel you would be a strong candidate, please apply and tell us why in your cover letter.
- We review every resume and cover letter that is received.
- Unfortunately, we are unable to respond to every candidate.
- It usually takes at least two weeks for us to review your application.
- All applications will remain on file for consideration for future opportunities.
- Thank you in advance for your application!

Apply

Email detailed resume and well written cover letter to jobs@supportforfamilies.org

Salary and Benefits

The salary range for this position is \$70,000-\$80,000 depending on experience and qualifications. Support for Families provides a suite of benefits including medical, dental, vision, and life insurance options, paid sick and vacation leave, and generous paid holidays.

Support for Families is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.