



JOB DESCRIPTIONS

Job Title: **Inclusion Specialist**
Reports to: Director of Research and Special Projects
Supervises: NA
FLSA Status: () exempt (x) non-exempt (x) full-time (x) part-time () other Salary
Range: Starting around \$19.73

Position Summary:

Serves as a liaison with families and providers to access community resources and supports comprehensive early intervention services with the desired outcome of children with disabilities remaining in inclusive quality child care environments. Must maintain all coalition, provider's and families' information/data confidential.

Essential Job Functions:

I. Compliance

- Provides families and providers support for requests for children identified with needs and concerns through the local/toll-free Warm Line.
- Prepares and delivers presentation about inclusion taking into account ADA requirements, benefits of inclusion for all children and how to create an inclusive environment.
- Maintains records of referrals and action taken.
- Provide records and reports to State Inclusion Coordinator.

II. Technical Assistance (TA) & Training

- To provide individualized technical support and consultation to child care providers and family child care homes to support children with special needs remaining in an inclusive child care environment.
- Observes and provides consultation, strategies and ideas to parents and providers as to the best practices and techniques to improve the environment for a special needs child that support learning success.
- Collaborates with other departments as needed to provide inclusion information.
- Develops and implements family and provider training opportunities.
- Collaborates and coordinates with other agencies and programs engaged in providing services for children with disabilities.
- Promotes community awareness of the needs for and benefits of inclusion.
- Identifies community resources related to inclusion of children with special needs.
- Addresses child's concerns referred by staff, Coalition contractors, parents, and/or providers.
- Provides resources for classroom accommodations/adaptations for children with special needs.
- Provides training for referrals of immediate needs (small scale), refers to colleagues referrals that will require a longer period of time.

- Provides support plans for classrooms and teachers.
- Designs and implements providers' training activities and materials.

III. Program Support

- Develops resource information packets for the purpose of community awareness of all resources available to improve the quality of a child's learning environment.
- Responsible for all referral and the development of processes once initial contact has been made with Inclusion Specialist
 - Develops intake forms
 - Makes appointment with centers/providers to observe, consult, discuss
 - Gathers all information and advises of observation outcome to providers and/or parents.
 - Logs all information at the ELCOC
 - Files referrals with no action
 - Schedules referrals for progress follow up and additional concerns
- Prepares quarterly logs to state - (i.e. number of technical assistances provided, number of referrals addressed, number of trainings provided).
- Responsible to maintain and report statistical data.
- Manages Coalition "Warm Line".

IV. Personal Development

- Attends required training programs in order keep abreast with the latest developments in Early Childhood Education.
- Attends Train-the-Trainer programs for DOE/AWI and teach as directed the following:
 - Florida Early Learning and Developmental Standards
 - Other mandated training
- Perform other special and/or related assignments as requested.

(This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Organizing own work, coordinating projects, setting priorities, meeting deadlines and following up on assignments with a minimum direction.
- Ability to establish and maintain positive working relationships with other employees.
- Ability to maintain a cooperative working relationship with a variety of constituents.
- Knowledge of English business language and ability to communicate clearly and concisely, both orally and in writing. Ability to communicate effectively sensitive information.
- Ability to exercise sound judgment within established guidelines.
- Demonstrate knowledge of child development and appropriate child care practices and knowledge of Florida state standards and requirement
- Ability to work flexible/hours schedule i.e. occasional Saturdays, or evening meetings.
- Ability to solve problems and deal with a variety of variables.
- Proficiency in the use of computer software (Microsoft Office Suite). Ability to navigate the Internet.
- Must possess a valid Florida Driver's License with ability to travel and make providers visits to and from work, and to travel to off-site locations.
- Professional appearance and presentation.

- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Knowledge of federal, state and local laws and regulations pertinent to children with disabilities and special needs.
- Knowledge of awareness and environmental barriers to inclusion and to the assistance of individuals, child care programs and other entities.
- Knowledge of the Americans with Disabilities Act (ADA) and ability to communicate the knowledge to child care personnel and the community.
- Knowledge of Florida Performance Standards.
- The employee is frequently required to stand; walk, stoop and kneel. The employee might be required to lift and or move up to 30 pound. Specific vision abilities required by this job include close vision, distance vision.
- Ability to collaborate and coordinate with other community agencies, organizations to maximize efforts and avoid duplication of services.
- Ability to design and implement appropriate intervention strategies to assist child care programs in meeting standards.
- Knowledge of and ability to perform assessment of child care programs and homes.
- Experienced in working with children with disabilities and special healthcare needs.
- Understanding of and experience in training adult learners.
- Performs other duties as requested

Education and Experience:

- Bachelor's degree in early child development, special education or related field with a minimum of four (4) years related experience.
 - Bilingual - Ability to communicate in the Spanish language both verbally and in writing - preferred.
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Send Cover Letter and Resume to:

msanchez@elcoc.org

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County

Attn: Marah Sanchez, HR Specialist

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