



JOB DESCRIPTION

Job Title:	Inclusion Specialist
Reports to:	Chief Program Officer
Supervises:	N/A
Job Code:	
FLSA Status:	<input type="checkbox"/> exempt <input checked="" type="checkbox"/> non-exempt <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Salary Ranges:	Starting around \$20.00

Position Summary:

Primary responsibility includes the observation, recommendation, and diagnostic services to children in early care and education settings who may need inclusive practices or intervention services due to a developmental delay. Serves as a liaison with families and early care and education professionals to access community resources and supports comprehensive early intervention services with the desired outcome of children with disabilities remaining in inclusive quality childcare environments. Must maintain all coalition, provider's and families' information/data confidential.

Essential Job Functions:

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 using the Enterprise system and Salesforce Database.
- Provide records and reports to State Inclusion Coordinator.

Technical Assistance (TA) & Training

- To provide individualized technical support and consultation to early care education professionals and family childcare homes to support children with special needs remaining in an inclusive childcare environment.
- Observes and provides consultation, strategies and ideas to and early care and education professionals as to the best practices and techniques to improve the environment for a child's special needs that support learning success.
- Collaborates with other departments as needed to promote inclusion practices in all early care and education settings.

- Develops and implements family and early care and education professionals 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 parents, and/or early care and education professionals.
- Provides resources for classroom accommodations/adaptations for children with special needs.
- Provides support plans to developmental specialists for classrooms and teachers.
- Designs and implements early care and education professionals' training activities and materials.

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 diagnostic services through the development of processes once initial contact has been made with Inclusion Specialist
- Prepares quarterly logs to the Office of Early Learning
- Responsible to maintain and report statistical data.
- Manages Coalition "Warm Line".

Personal Development

- Attends required training programs in order to keep abreast with the latest developments in Early Childhood Education.
- Attends Train-the-Trainer programs from the Department of Early Learning and teach as directed.
- Perform other special and/or related assignments as requested.

Administrative Support

- Provide assistance to the reception area as needed.

(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:

- Advanced understanding of child development, diagnostic tools for young children, and inclusionary practices.
- 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.
 - Ability to work flexible/hours schedule i.e. occasional Saturdays, or evening meetings.
 - Ability to solve problems and deal with a variety of variables.
 - 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 as well as regulations pertinent to children with disabilities and special needs.
 - Knowledge of awareness and environmental barriers to inclusion and to the assistance of individuals, childcare programs and other entities.
 - Knowledge of the Americans with Disabilities Act (ADA) and ability to communicate the knowledge to childcare personnel and the community.
 - The employee is frequently required to stand; walk, stoop and kneel. The employee might be required to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision.
 - Ability to design and implement appropriate intervention strategies to assist childcare programs in meeting standards.
 - Experienced in working with children with disabilities and special healthcare needs.
 - Understanding of and experience in training adult learners.
 - Performs other duties as requested
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Education and Experience:

- Bachelor's degree in Early Child Development, Special Education or related field with a minimum of four (4) years related experience.
- Master's degree preferred
- Bilingual - Ability to communicate in the Spanish language both verbally and in writing - preferred.

Send Cover Letter and Resume to:

crivera@elcoc.org

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County
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