

## JOB DESCRIPTION

Job Title:	<b>Inclusion Specialist</b>
Reports to:	Chief of Family Services
Supervises:	No
Job Code:	
FLSA Status:	<input type="checkbox"/> exempt <input checked="" type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Salary Ranges:	Starts at- \$55,000.00

### Position Summary:

Supports the Director of Family Services in a) the provision of technical assistance and support for funded child care centers, families seeking intervention services in Orange County, b) coordinates data input to track children's progress towards quality intervention services, c) ensures department employees maintain a high level of confidentiality of all coalition providers, family, and/or client information and d) oversees quality assurance in programmatic processes and procedures as they related to intervention services, including the cross training of staff. The primary goal is to assure children and families receive intervention services and assistance to promote child outcomes.

### Essential Job Functions:

- Provides families and early care and education professionals with support related to requests for children identified with needs and concerns through the local/toll-free Warm Line.
- Prepares and delivers presentation about inclusion, considering 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 the State Inclusion Coordinator.
- Works together with providers and families to identify key needs, areas of concerns, goals, and objectives to improve children's access to services.
- Conducts and/or assists with family training and designated programs.
- 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.
- 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 primarily families 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.

### Administrative Support

### **Inclusion Specialist**

- Assists with and trains department staff in all aspects of department functions and quality indicators and measures of intervention services.
- Provides quality control on staff performance through training, data integrity review, and direct support related to intervention services.
- Communicates and collaborates with the Chief Program Officer regularly on employee and/or provider issues to ensure department goals are met.
- Fosters teamwork and collaboration amongst peers and other departments.
- Conducts provider's visits and family meetings with staff to assure quality control related to intervention services.
- Stays up to date on guidance from the Division of Early Learning and the Department of Children and Families Licensing for intervention programs.
- Serves as liaison between the Early Learning Coalition and coordinated therapy provider sites.
- Participates regularly with relevant state officials through conference calls, e-mails, phone calls and meetings. Provides related information to the Coalition management and staff on a timely basis.

### **Technical Assistance (TA), Training & Support**

- Reliably support the conduction of Diagnostic Tools used in Child Assessments
- To provide individualized technical support and consultation to early care and 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 parents 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.
- 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.
- 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.

### **Inclusion Specialist**

- Provides support plans to developmental specialists for classrooms, teachers and families.
- Develops positive relationships in all settings.
- Provides providers and families TA on topics such as: inclusionary practices, universal design, developmentally appropriate practices that include children with developmental delays and special needs.
- Works together with families to identify key needs, areas of concerns, goals, and objectives to improve operations and services provided.
- Specializes in specific areas of ELC quality initiatives as assigned, specifically supporting children with developmental delays and special needs and their families.

### **Compliance**

- Ensures timely input of identified data into custom database.
- Suggests necessary changes to custom database related to intervention practices, technical assistance, and diagnostic services.
- Maintains accurate records in compliance with monitoring requirements for federal, state and local monitoring.
- Report to Chief Program Officer on the progress and achievement of stated goals and issues relating to quality initiatives, specifically related to supporting children with developmental delays/special needs and their families.
- Interfaces with families, Children's Therapy Providers, Community Partners, and Stakeholders to further goals of the Coalition.
- Develop working relationships with local, state, and federal agency representatives to gain understanding of compliance with laws, statutes, regulations, policies, and procedures.

### **Program Support Functions:**

- Communicates and coordinates all efforts with internal departments.
- Assists with training/events.
- Collects accountability data.
- Attends all mandated state training programs.
- Plans and assists preparing purchase orders to meet provider needs based on research related to inclusionary care to support families.
- Inventory and distribution of family and child resource materials.
- Works with community partners and subcontractors to ensure regulations and best practices are met.
- Contributes content necessary for the development of program policy and procedures.
- Facilitates problem resolution when presented by staff, provider, families, or Coalition contractors.
- Identifies and initiates process improvement and efficiency.

### **Inclusion Specialist**

- Performs other related duties and tasks as requested.

### **Development/Training/Technical Assistance (TA)**

- Provides expertise and technical assistance in current Coalition approved programs and trainings on intervention practices children with developmental delays and special needs designated by the coalition to all assigned childcare centers and/or homes.
- Provides general TA to staff and families such as: Communities of Practice, intervention processes and strategies, technical assistance, advanced child assessment and observation processes for children with developmental delays and special needs.
- Coaches ELCOC staff in promoting the recommended strategies from training, technical assistance, and CoPs that lead to improvements in teaching outcomes and learning objectives for children with developmental delays and special needs.
- Works together with families to identify key needs, areas of concerns, goals, and objectives to improve operations and services provided to children with developmental delays and special needs.
- Specializes in the specific areas of ELC quality initiatives related to intervention practices and diagnostic processes.

### **Professional Development**

- Attends and participates in focus meetings with families.
- Stays abreast of all requirements from funded agencies.
- Trains staff on updated DEL agreements and requirements.
- Ensures staff meets and maintains established core competencies.
- Attend regular staff meetings.

(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:**

- Preferred certification in all required diagnostics tools.
- Preferred experience working with child assessment and observation tools.
- Ability to organize own work, coordinate projects, set priorities, meet deadlines and follow-up on assignments with minimum direction.
- Ability to establish and maintain positive working relationships with other employees.
- Knowledge of English business language and ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively communicate sensitive information.
- Ability to exercise sound judgment within established guidelines.
- Understanding of adult learners.
- Demonstrated knowledge of child development and appropriate childcare practices for children with developmental delays and special needs and knowledge of Florida state standards and requirements.
- Ability to work flexible/hours schedule i.e. occasional Saturdays, or evening hours.
- 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.

### **Inclusion Specialist**

- Required Florida Driver's License with reliable transportation to travel daily to off-site locations.
- Professional appearance and presentation.
- 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.
- Ability to work and communicate effectively with people from various multi-cultural backgrounds and socio-economic levels.

### **Education and Experience:**

- A minimum of a Bachelor's Degree in Early Childhood Education, Child Development, Developmental or Child Psychology, Elementary Education or closely related field, with a minimum of two (2) years of experience working directly with children in an early childhood setting that serves children with developmental delays and special needs is required. Experience as a childcare center director and at least one year of training adults is preferred.
- Bilingual - Ability to communicate in the Spanish language both verbally and in writing - preferred.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

---

Send Cover Letter and Resume to:

[tbrady@elcoc.org](mailto:tbrady@elcoc.org)

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County

Attn: Theresa Brady Human Resources Manager  
7700 Southland Blvd. Suite #100  
Orlando, Fla. 32809