

**EARLY LEARNING COALITION
OF ORANGE COUNTY**

JOB DESCRIPTION

Job Title:	Provider Services Specialist Inclusion
Reports to:	Provider Services Manager
Supervises:	No
Job Code:	255
FLSA Status:	<input type="checkbox"/> exempt non-exempt <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Salary RanQes:	Starting at \$55,000

Position Summary:

Supports the Provider Services manager in a) the provision of technical assistance and support for funded child care centers in Orange County, b) coordinates data input to track provider progress towards quality, 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, including the cross training of staff. The primary goal is to assure childcare center providers receive assistance to achieve and maintain compliance with required core quality indicators and conduct program compliance monitoring.

Essential Job Functions:

- Reliably conducts CLASS Assessments of assigned providers in accordance with Coalition procedures and OEL SR Assessment Criteria
- Provides expertise and technical assistance in current Coalition approved programs and trainings (could include but not limited to: Classroom Assessment Scoring System (CLASS), Teaching Strategies GOLD and/or QRIS) designated by the coalition to all assigned childcare centers and/or homes.
- Develops positive relationships in the provider setting.
- Provides general TA such as: mentoring, material resources, room arrangement, lesson planning, curriculum, and safety.
- Coaches providers to implement recommended changes or enhancements that would lead to improvements and/or accreditation and licensing.
- Works together with providers to identify key needs, areas of concerns, goals, and objectives to improve operations and services provided.
- Conducts and/or assists with provider 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 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

- Trains department staff in all aspects of department functions and quality indicators and measures
- Provides quality control on staff performance through training, data integrity review, and direct support.
- Communicates and collaborates with the Provider Programs Manager 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 with staff to assure quality control.
- Stays up to date on guidance from the Office of Early Learning and the Department of Children and Families Licensing for VPK and School Readiness programs.
- Serves as liaison between the Early Learning Coalition and contracted 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.

Classroom/Center Assessment, Technical Assistance (TA) and Training

- Reliably support the conduction of CLASS Assessments of assigned providers in accordance with Coalition procedures and DEL Assessment criteria
- Provides expertise and technical assistance in current Coalition approved programs and trainings (could include but not limited to: Classroom Assessment Scoring System (CLASS) and/or Teaching Strategies GOLD) designated by the coalition to all assigned childcare centers and/or homes.
- Develops positive relationships in the provider setting.
- Provides ELCOC Staff TA on topics such as: inclusionary practices, coaching/mentoring, universal design, developmentally appropriate practices, and curriculum and assessment that includes children with developmental delays and special needs.
- Coaches staff to support providers in implementing recommended inclusionary practices or enhancements that would lead to improvements in including children with developmental delays and special needs.
- Works together with providers to identify key needs, areas of concerns, goals, and objectives to improve operations and services provided.
- Conducts and/or assists with provider training and designated programs, specifically supporting children with developmental delays and special needs.

- Specializes in specific areas of ELC quality initiatives as assigned, specifically supporting children with developmental delays and special needs.

Compliance

- Ensures timely input of identified data into custom data base.
- Suggests necessary changes to custom data base related to inclusionary coaching, technical assistance, and developmentally appropriate practices.
- Maintains accurate records in compliance with monitoring requirements for federal, state and local monitoring.
- Report to Provider Programs Manager on the progress and achievement of stated goals and issues relating to quality initiatives, specifically related to supporting children with developmental delays and special needs.
- Interfaces with Center Owners/Directors 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:

- Establishes, supports, and assists with quarterly provider meetings.
- Communicates and coordinates all efforts with internal departments.
- Assists with trainings/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.
- Inventory and distribution of provider 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, or Coalition contractors.
- Identifies and initiate process improvement and efficiency.
- 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 (could include but not limited to: Classroom Assessment Scoring System (CLASS) and/or Teaching Strategies GOLD) inclusionary 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 such as: Communities of Practice, coaching processes and strategies, technical assistance, advanced curriculum and assessment processes for children with developmental delays and special needs.

- Coaches ELCOC staff in promoting the recommended strategies from trainings, 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 providers to identify key needs, areas of concerns, goals and objectives to improve operations and services provided to children with developmental delays and special needs
- Conducts and/or assists with provider designated programs.
- Specializes in the specific areas of ELC quality initiatives related to pedagogical leadership and advanced early education practices for children with developmental delays and special needs

Professional Development

- Attends and participates in provider meetings.
- 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 Infant, Toddler and/or Pre-K CLASS.
- 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 learner.
- 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 problem and deal with a variety of variables.
- Proficiency in the use of computer software (Microsoft Office Suite). Ability to navigate the Internet.
- 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.
- This position requires a candidate who can work remotely and in an office setting, with the ability to complete mandatory in-office trainings and attend meetings when required.

Requires high-speed internet access that can be maintained daily, at least 25 Mbps (download) and 5 Mbps (upload) when working in a secure home location. Basic understanding of how to troubleshoot computer and internet issues. Must be Tech savvy overall, using cloud-based systems, with proficiency in Microsoft Office (Excel, PowerPoint, Word, Outlook). Knowledge of general office procedures of basic operational tasks, including answering phones, using email, using computerized and online systems to perform daily work.

- This position requires interaction with birth through 5-year-old children at Coalition sanctioned and volunteer events.

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.)
