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|--------------------------|-----------------------------------|------------------------------|-----------------|
| <b>Job Title:</b>        | <b>Inclusion Specialist</b>       | <b>Job Code/ Req#:</b>       | <b>20-66(5)</b> |
| <b>Department/Group:</b> | Quality and Inclusion             | <b>Pay Range:</b>            | \$14.26-\$20.02 |
| <b>Reports to:</b>       | Director of Quality and Inclusion | <b>Position Type:</b>        | Full Time       |
| <b>Job Category:</b>     | Non Exempt - Hourly               | <b>Date Created/Revised:</b> | 4/1/2021        |
| <b>Filled by:</b>        |                                   | <b>Filled on:</b>            |                 |

#### **JOB DESCRIPTION**

The professional in this position promotes inclusion of all children in quality early learning by building relationships, providing assistance and coaching, and sharing resources that increase the quality of early learning programs and their capacity to support optimal development of all children. This professional addresses the challenges that parents and educators face as they work together to meet the specific needs of individual children. This professional uses multiple formats to share information and best practices to create an inclusive environment for all children.

#### **KEY TASKS**

- Processes and follows up on child screenings and assessments completed by families and providers
- Responds to warmline calls for assistance from families, educators and/or organization staff
- Performs observations, shares data and supports development of action plans
- Facilitates collaborative meetings with families, educators and other stakeholders
- Assesses the quality of early learning environments
- Tracks activity in multiple databases and reporting systems
- Contributes to planning and facilitation of professional development opportunities including coaching, technical assistance and Communities of Practice
- Participates in training to build skills that increase effectiveness
- Identifies and shares resources that can support early identification and intervention for children with potential special needs

#### **GENERAL RESPONSIBILITIES**

- Provides training, technical assistance and coaching to preschool educators to increase capacity for inclusion
- Provides training, technical assistance and coaching to early childhood educators to increase capacity for inclusion
- Recruits and guides childcare program participation in activities that increase program quality and inclusion
- Is accountable for achievement of individual and team goals
- Develops and maintains productive relationships with community stakeholders and families

## EXPECTATIONS

- is honest, ethical and transparent
- maintains confidentiality of entrusted information
- is willing to take on responsibilities and challenges
- is willing to accept criticism and deal calmly and effectively with high stress situations
- is reliable, responsible, and dependable, and fulfills obligations
- has reliable transportation
- establishes and maintains personally challenging goals and exerts effort toward mastering tasks
- is careful about detail and thorough in completing work tasks accurately
- reviews work and uses logic to address work-related issues and problems
- challenges the status quo
- is creative and thinks of alternative ways to develop new ideas and answers to work-related problems
- is open to change (positive or negative) and considerable variety of tasks in the workplace
- values diversity
- values team input
- lives agency's Core Values:
  - Assumes Positive Intent
  - Is (Be) Effective
  - Chooses Responsibility
  - Delivers Excellent Customer Service
  - Embraces Fun
  - Finds the Solution that Best Helps the Child

## SALARY SCALE SKILLSET REQUIREMENTS

- Task/Judgement - Performs most tasks with limited supervision
- Independence/Expertise- Uses independent thought for deviation from guidelines
- Service/Initiative - Occasional implementation of programs and procedures
- Supervision - Not developed in this set
- Agency Growth - Not developed in this set

## KEY SKILLS

- Excellent Microsoft Office Skills
- Excellent interpersonal, communication and organizational skills
- Excellent customer service skills
- Ability to maintain fluency with multiple data systems
- Ability to communicate effectively and adapt style to varying audiences
- Ability to work within a team to meet goals
- Ability to adapt to change
- Ability to demonstrate confidence in making decisions
- Ability to identify problems and generate creative solutions
- Ability to maintain fluent knowledge of best practices in early learning
- Ability to maintain confidentiality

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Associate's degree in Early Childhood Education, Counseling or related field from an accredited institution
- Two (2) years experience with screening, observation and/or assessment
- Two (2) years experience in an inclusive program supporting individuals and their families

**OTHER**

- Travel: Local, Out of County
- Telecommute Eligible: Yes
- Leave Requirement: None
- Training in SEFEL Pyramid model, CLASS, Coaching and Community of Practice facilitation required as available

**PHYSICAL REQUIREMENTS**

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear
- Must regularly lift and/or move up to 20 pounds, occasionally lift and/or move up to 50 pounds with assistance
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time

**WORK ENVIRONMENT**

- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities may perform essential functions
- May be exposed to outside weather conditions
- Temperature in the buildings may fluctuate
- Children may be present
- May require overnight travel

**Job Description Acknowledgement: I acknowledge receiving a copy of this job description and discussing it fully with my supervisor. By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the organization.**

|                       |  |       |  |
|-----------------------|--|-------|--|
| Employee Signature:   |  | Date: |  |
| Supervisor Signature: |  | Date: |  |