



Early Learning Coalition of Broward County, Inc.

Job Description

Position:	Developmental Specialist
Reports to:	Developmental Manager
FLSA Status:	Exempt
Position Status:	Full-Time
Grade:	41

JOB SUMMARY: Created through State Statute, the Early Learning Coalition of Broward County (ELC) is the designated local agency administering State and federal funds for childcare subsidies, childcare teacher training, and other functions. The ELC staff is guided by a board of directors consisting of a combination of governor appointed members, local government and administrative agency leaders, childcare professionals, parent representatives, and other local leaders. Because this board makes decisions concerning public dollars, it is governed by Sunshine Law and State of Florida conflict laws.

This position is primarily responsible for the identification of children who may benefit from additional resources for child growth and development through the implementation of child development screenings at preschool and family childcare homes in Broward County. This position represents the Coalition by acting as a link between childcare providers, families and system partners for screening, development and/or behavioral supports. The individual in this position plans, coordinates and manages a variety of activities to ensure that providers and parents have access and support in understanding a child's developmental progress. This position requires an individual who can work independently, has excellent time management, organizational skills, demonstrated attention to detail, and is able to handle sensitive and confidential information in a professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major core duties and responsibility of the job; the employee is expected to perform these, and other job-related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice.)

- Acts as liaison between childcare providers and families in the identification of children who may benefit from additional support and implementation of child development screenings.
- Provides face to face and phone technical assistance and resources to childcare providers to support classroom management, developmental screening, as well as child behavior and development.
- Provides support for developmental screening compliance.
- Develops and provides training for childcare providers and families about inclusion, special needs, classroom management, and behavioral issues with children.
- Participates in statewide initiatives delivered through the Division of Early Learning.
- Participates in local events to support classroom management, developmental screening as well as child behavior and development for childcare providers and families in the community.
- Provides support to the internal developmental screening process.
- Provides resources for outside services to childcare providers and early care and education system community partners.
- Performs other duties as assigned.

COMPETENCIES:

- Organizational skills
- Problem Solving skills
- Attention to detail
- Ability to build strong relationships with early educators
- Team Player
- Patience
- Collaboration and communication
- Strong writing skills

SUPERVISORY RESPONSIBILITIES:

- None

WORK ENVIRONMENT:

- This position operates in a professional office environment, in community locations (childcare and family home centers), and remotely.
- This role uses commonly used applications that include Advance computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and current state data systems.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Ability to operate a motor vehicle.
- Able to sit for extended periods of time.
- Regularly required to walk and reach with hands and arms.
- Required corrected vision and hearing to normal range.
- Ability to sit on the floor and get up to a standing position.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a full-time exempt position that requires the employee to adhere to ELC's Telework Agreement.
- The work hours are typically Monday through Friday, 8:30 am – 5:00 pm.
 - This position may work nights, weekends, and holidays.
 - This position may sometimes work longer hours.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree (B.A.) from an accredited four-year College or University in Early Childhood Education (certification in early childhood special needs), child development, special education, or related field.
- Two to five years related experience and in an early childhood setting.

Preferred Education and Experience

- Education and experience implementing strategies in classrooms with children exhibiting complex behaviors
- Experience implementing strategies to support neurodivergent learners

TRAVEL:

- This position may require travel within and out of the state to attend conferences and training courses. If attending a training course or conference, the position is expected to share what was learned with the manager and team members.

ADDITIONAL REQUIREMENTS:

Background Checks

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Level II Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance
- Access to Reliable Transportation
- E-Verify
- High Speed Internet Access that can be maintained daily, with at least 50Mbps when working in a secure home location