



Early Learning Coalition of Broward County, Inc.

JOB DESCRIPTION

Position: Inclusion and Behavior Specialist

Reports To: Quality and Education Inclusion Manager

FLSA Status: Exempt

Position Status: Full-time

JOB SUMMARY: The Inclusion and Behavior Specialist is responsible for the coordination, technical assistance and training for the implementation of inclusion activities. The position follows up on child developmental screening. The Inclusion and Behavior Specialist represents the Coalition by acting as the liaison between child care providers, families and system partners for inclusion and special needs services. The individual in this position plans, coordinates and manages a variety of activities to ensure that providers and parents have access and support to community and educational resources needed for a child's success. 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 core duties and responsibilities of the job the employee is expected to perform. Other job related duties may be required. Additions, deletions, or changes may be made to this description at any time without prior notice.)

- Serve as a liaison between child care providers, families, and community resources.
- Provides face to face and phone technical assistance and resources to child care providers to support inclusion, special needs, classroom management, developmental screening, as well as child behavior and development.
- Provides support for developmental screening compliance.
- Develops and provides trainings for child care providers about inclusion, special needs, classroom management, and behavioral issues with children.
- Participates in statewide inclusion initiatives delivered through the Office of Early Learning.
- Participates in inclusion webinars and calls.
- Participates in local events to support inclusion, special needs, classroom

management, developmental screening as well as child behavior and development for child care providers and families in the community.

- Provides support to the internal developmental screening process.
- Provides resources for outside services to child care 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 part of the time in a professional office environment.
- This position also spends time in classrooms in child care and family home centers.
- 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 position.
- The office hours of work are typically Monday through Friday, 8:30 am- 5 pm.
- This position may work nights, weekends and holidays. This position may regularly 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/or training (equivalent combination of education and experience).
- At least one year of teaching experience in an early childhood setting

Preferred Education and Experience

- Experience in an early childhood setting

TRAVEL:

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

ADDITIONAL REQUIREMENTS:**Background Checks**

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

- Level II background check
- Drug screen
- E-verify
- Current and valid Florida Driver's license

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.