



## Early Learning Coalition of Broward County, Inc.

### Job Description

<b>Position:</b>	Inclusion Specialist
<b>Reports to:</b>	Quality and Education Manager - Inclusion
<b>FLSA Status:</b>	Exempt
<b>Position Status:</b>	Full-Time
<b>Grade:</b>	41

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This is a grant funded position and provides effective support to the Education Manager with the administration and requirements of quality program initiatives implemented by the Early Learning Coalition of Broward County. This role will execute and support the Coalition's policies and procedures, ensuring efficient results that meet all funder and state requirements and supports the Coalition's mission.

**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 coordination, technical assistance, and quality assurance towards the implementation of inclusion activities; to include but not limited to the integration of child developmental screening and assessment procedures. This position represents the Coalition by acting as the liaison between childcare 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 in educating children with special needs. 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.

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**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, families, and community resources for inclusion and special needs services.
- Provides face to face and phone technical assistance and resources to childcare 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 childcare providers and families 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 childcare providers and families in the community.
- Provides support to the internal developmental screening process.
- Provide 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/or training or equivalent combination of education and experience.

**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:

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