

JOB DESCRIPTION

(Child Development Department)

Position: **Child Development Specialist**
Reports to: Director of Child Development, Early Education and Special Projects
Wage & Hour Status: Non-Exempt, Full-Time

Purpose: Under the supervision of the Director of Child Development, Early Education, and Special Projects (Coalition), the **Child Development Specialist** is primarily responsible for conducting and coordinating developmental screenings and assessments of children in the School Readiness program as well as providing training and technical assistance for child care providers. Serves as a liaison with families and providers to access community resources and supports comprehensive early intervention services with the desired outcome of children with disabilities remaining in inclusive quality child care environments in compliance with the Coalition's policies and procedures as required by the Coalition Grant Agreement with Office of Early Learning and other funding entities. **Child Development Specialist** service functions are performed in person, secured email, letters, telephone and Florida's Office of Early Learning Coalition Services Portal.

The successful candidate must possess exemplary interpersonal, customer service and organization skills along with a professional demeanor.

(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 obligations may be modified when deemed appropriate by management.)

Functions and responsibilities:

- Responsible for all referral and the development of processes once initial contact has been made with the Child Development Department.
 - Makes an appointment with centers/providers to observe, consult, discuss.
 - Gathers all information and advises of observation outcome to providers and parents.
 - Schedules referrals for progress follow up and additional concerns.
- Prepare monthly Inclusion activity log and narrative report for submission to the Inclusion network to include some technical assistance provided, the number of referrals addressed, the number of trainings provided.
- Responsible to maintain and report statistical data.
- Manage Coalition "Warm Line."
- Work in collaboration with designated staff to provide all ASQ-3 and other developmental screenings results to parents and providers within 60 days of completion.
- Conduct family and provider consultations, and orientation supporting applications, processing enrollments and reimbursement approval for VPISIS.
- Observe and provide consultation, strategies, and ideas to parents and providers as to the best practices and techniques to improve the environment for a special needs child that support learning success.

- Contribute to newsletters, information articles, as requested.
- Actively engage parents in conversations related to child development.
- Work in collaboration with designated staff to communicate with child care providers to ensure annual screening and rescreening, as applicable, of all eligible children in School Readiness programs, is completed (ASQ-3).
- Work in collaboration with designated staff to ensure that all School Readiness (SR) children (birth through kindergarten eligibility) have an ASQ-3 completed annually and upon enrollment to the SR program.
- Work in collaboration with designated staff to ensure the screening and assessment data is accurately entered into the appropriate database.
- For children who score below their developmental level on the identified screening instrument, design an individualized activities plan. Follow up with child care providers on status/implementation of the individualized activities plan. Provide technical assistance as needed.
- Refer children to other outside agencies for further services if warranted. Follow up on the status of referrals as required in Coalition policy.
- Communicate with child care providers about needed follow up screenings or assessments for children scoring below developmental norms at the time of initial enrollment into School Readiness services and subsequent annual screenings.
- Maintain required documentation for children receiving follow up developmental screening or assessment services along with correctly completed and scored tools.
- Promote community awareness of the need for and benefits of inclusion, including access to the warm line.
- Identifies community needs and resources related to the inclusion of children with disabilities and special health care needs.
- Provide consultation and on-site technical assistance to programs to create inclusive environments through environmental and program design, accommodations, adaptations and quality enhancement.
- Participate in decision making regarding Coalition policies and procedures related to inclusion services, special needs rates for providers and eligibility of special needs children.
- Analyze training requirements in the community related to inclusion services. Works collaboratively with Supervisor to develop and implement strategies to meet identified training needs. A minimum of 1 (one) training per quarter must be offered to early learning providers. Training or presentations shall include topics such as: child screenings and assessments, curriculum, strategies, child development, health, environmental adaptations, laws/regulations (e.g. ADA), accessing inclusion-related resources (e.g. Central Directory), and collaborating with community partners.
- Conduct hearing and vision screening, as needed.
 - Screen vision and hearing by using Coalition's equipment, recording results, and reporting results provider and parent.
 - Vision and Hearing Screenings: Refer children for other outside agency for further services if warranted. Follow up on the status of referrals as required in Coalition policy. Monitors and supports children who have been referred.
- Maintains accurate documentation, promptly, that meets program requirements and contractual obligations.
- Conducts regular file audits to ensure the information in the archive is complete and in full compliance and any other

requirements of funding sources, as needed.

- Attend all meetings/in-service training, community outreach and Coalition sponsored events assist in the evening and on weekends, as needed.

Professional Conduct:

- Responsible for reporting immediately to management of any suspected fraud, misrepresentation, any irregularity and suspected irregularity involving employees as well as families served through School Readiness/Voluntary Pre-K, Providers, Contractors and any other parties with a business relationship, direct or indirect, with the Coalition.
- Protect the confidentiality of child, family, and provider validating the information on records prior discussing any information related to their files.
- Responsible for reporting to the Florida Abuse Hotline when know or have reasonable cause to suspect that a child or a vulnerable adult has been abused, abandoned, neglected, or exploited. By Telephone 1-800-96ABUSE - 800-962-2873.
- Adhere to the policies and procedures of the Coalition and its Departments; maintain high levels of confidentiality and discretion.
- Attend work consistently, and punctual according to Coalition policy.
- Adhere to dress code.
- Contribute positively to the work environment by supporting new ideas and change when applicable.
- Represent the Coalition professionally at all times.
- Demonstrate high standards of integrity, accountability, and service as defined by the values of the Coalition.
- Work cooperatively with both internal and external stakeholders at all time.
- Interpret and effectively communicate Coalition policies verbally and in writing.
- Ensure that all information of a confidential nature is held in a secure and confidential method.
- Complete all reports in a timely and comprehensive manner as required.
- Ensure consistency and proper use of OCA codes for federal, state, coalition and others report.

Education and Experience Requirements:

- A minimum of three (3) years work experience working with young children with disabilities and special health care needs in a child care setting. Bachelor Degree in in Early Childhood Development, Special Education or closely related field or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. Master Degree Plus.
- Knowledge of federal, state and local laws and regulations pertinent to children with disabilities needs.
- Knowledge of the Americans with Disabilities Act (ADA) and ability to communicate that knowledge to child care personnel and the community.
- Knowledge of barriers to inclusion and how to assist individuals, child care programs in overcoming them.
- Knowledge of various child developmental screening and assessment tools.

- Knowledge of the Class Assessment Scoring System (CLASS) - quality assessment tools. (Infant/Toddler/PreK). Preferred.
- Knowledge of the principles, practices and techniques of early childhood development. Knowledge of the Florida Early Learning and Developmental Standards Birth to Kindergarten.
- Excellent written and interpersonal communication skills. Ability to speak, interpret and translate Spanish is a positive asset for this position.
- Must have strong computer skills, including proficiency with Microsoft Office Suite. Knowledge of state database system is a benefit.
- Must have the ability to manage stress appropriately and manage multiple tasks and priorities.
- Ability to work flexible hours to ensure project and deadline completion, with occasional evening and weekend hours required.
- Must be willing to travel, if needed, within Seminole County to perform required tasks and provide own reliable transportation. Must have a valid Florida Driver's License, a good driving record, and automobile insurance when owned vehicle would be used for traveling. Should be familiar with the child care community in Seminole County.

Background Checks:

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

- - Level II Background Check,
 - Drug Test,
 - E-Verify,
 - Educational Verification,
 - Possession of a valid Florida driver's license; and
 - Ability to maintain Florida driver's license throughout employment required.

Essential Physical Requirements:

While performing duties of this job the employee is regularly required to sit for prolonged periods of time; talk; hear; use hands and fingers to operate a computer, telephone, and other office equipment; reach with hands and arms; and stoop, kneel or crouch. Also, the employee will occasionally lift and move up to 25 lbs. Specific vision abilities required by this job include vision and capacity to adjust focus.

The noise level in the office is usually quiet. The physical demands and work environment described is representative of those that must be met by an employee successfully to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

THIS JOB DESCRIPTION in no way states or implies that these are the only job duties to be carried out by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments.

This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties, responsibilities, and requirements are essential to the job. Job functions and requirements are subject to possible modification to accommodate individuals with disabilities reasonable. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

I have reviewed and received a copy of this job description and acknowledge I have had the opportunity to ask for additional clarification from my direct supervisor or by any person authorized to give instructions or assignments.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

Supervisor Name: _____

Supervisor Title: _____

Date: _____