

Job Description

Title: Early Childhood Assessment & Developmental Specialist

Department: Research, Evaluation and Assessment

FLSA Status: Exempt

Reports to: Program Assessment Manager

Date: _____

Approved: _____

Job Function:

To administer and facilitate classroom based observational assessments, including but not limited to the Classroom Assessment Scoring System (CLASS) Infant, Toddler and Pre-K and serve as a liaison between provider and the ELC Warm-Line.

General Goals:

- To conduct observational based program assessment in early care and education settings including, early learning centers, Head Start/Early Head Start, and family childcare homes using the Classroom Assessment Scoring System (CLASS), Infant, Toddler and Pre-K
- To enter CLASS and other relevant assessment data into WELS or approved state portal;
- To achieve and maintain, at least 80% interrater reliability on the CLASS and other tools as applicable
- Identify child red flags
- Discuss child's developmental/behavioral concerns with teacher and director
- To refer children with possible concerns to the Warm-Line

Specific Responsibilities:

- Ensures regulatory compliance and adherence to professional standards.
- Achieves and maintains reliability on all assessment tools used by the program. This requires a minimum of 80% on the Infant, Toddler, and Pre-K CLASS tools, as well as calibrations on each tool, as a condition of employment.
- Conducts training for providers and ELC staff as needed.
- Maintain a score of 80% or above when performing inter-rater reliability checks on at least 2/3 of the assigned CLASS tools.
- Attend meetings, trainings, conferences, and Author reliability checks as required by the Program Manager.
- Evaluates and/or audits data protecting the integrity of clients, employees and company information.
- Establishes systems to achieve, monitor, and maintain efficiencies, ensuring continuous flow of information to appropriate parties
- Completes the required number of assessments per month, preparing & finalizing the required report within contract periods.
- Complies with quality standards in the completion of summary reports on each assessment completed.
- Assessments will be completed in such a manner that they attend to quality, efficiency, cost-effectiveness, positive outcomes, and innovative methods of service delivery.
- Ensures all documentation is thorough, accurate and completed within prescribed periods.
- Identifies community needs and resources related to developmentally appropriate practice, early childhood interactions, and instruction and assessment in early childhood.
- Develops and implements quality improvement plans that target identified training needs;
- Demonstrates cultural and age-specific competencies in interactions with clients, co-workers and customers.

- Work collaboratively with other ELC program staff to complete all Quality Assessments in a timely, positive manner.
- Respond to teachers' concerns regarding children with suspected disabilities
- Provide community resources for providers and families
- Serve as a representative in creating and maintaining positive relationships in the community
- Work closely with Warm-Line/Inclusion Specialist
- Demonstrate knowledge and understanding of Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA) and Performance Funding Project (PFP)
- Demonstrate the knowledge and understanding of Americans with Disabilities Act (ADA),
- Performs other duties as assigned

Skills and Abilities:

- Accountability
- Effectively communicate in forums that require public speaking
- Interpersonal relationships
- Effective listening and observing
- Organization and time management
- Work effectively with diverse population

Qualifications (minimum):

- BA/BS (M.S./M.Ed preferred) in Early Childhood/Elementary Education, Special Education, Psychology, social service or related field
- **Three (3) years** conducting observations based classroom assessments using the applicable assessment (CLASS Infant, CLASS Toddler, or CLASS Pre-K) is strongly preferred
- **Minimum two (2) years' experience** working with children with special needs is strongly preferred
- Author Reliability on all CLASS tools being utilized is strongly preferred.
- Bilingual preferred.
- Excellent Writing, Communication, and Technology Skills
- 50% or more travel will be required
- Must be willing to travel all areas, as needed, within the South Florida areas to perform required tasks and provide own reliable transportation. Requires a valid Florida Driver's License, a good driving record and automobile insurance, as required by the Early Learning Coalition driving policy
- Reliable source of transportation and proof of insurance
- Knowledge of typical and atypical child development and developmental milestones

Relevant Experience:

- CLASS Infant, CLASS Toddler, or CLASS Pre-K (Program Evaluation)
- Making the Most of Classroom Interactions (MMCI)
- Environmental Rating Scales
- NAEYC Accreditation Assessor

Relevant Training Credentials:

- Knowledge of federal, state and local laws and regulations pertinent to early childhood program assessment (Rule 6M-4.740 FAC, Rule 6M-4.741 FAC)
- Teachstone Certified CLASS Observer (Infant, Toddler, Pre-K)
- Familiar with Miami-Dade/Monroe and FL State WELS Systems for Data Entry

- Familiar with using VINS assessment application to enter CLSS data
- Ability to collaborate and coordinate with other community agencies, organizations to maximize efforts and avoid duplicative services
- Knowledge of early childhood development and developmental milestones
- Autism Navigator Certified
- Registered Behavioral Technician certification

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Signature

Date

Employee name