

Job Description

Title: Inclusion Manager

FLSA Status: Exempt

Reports to: Senior Director of Research, Evaluation & Assessment

Job Summary:

The ELC **Inclusion Manager** will coordinate the inclusion support activities of the Inclusion team, the state-mandated Warm-Line, and the Best Practices in Inclusive Early Childhood Education (BPIECE) Support Services Program, as well as develop and implement an ongoing training series that educates and empowers early learning partners and families. The Inclusion Manager must be innovative and experienced in providing services to early learning partners and families who care for children with special needs, and must maintain the highest level of confidentiality. The Inclusion Manager must be able to function independently, and be flexible while being solutions-focused and results-driven.

Essential Duties and Responsibilities:

- Coordinate and support inclusion activities in Miami-Dade and Monroe counties
- Oversight of the BPIECE Program and Special Needs Rate, to include management and restructuring that supports Child Observations, follow-up, implementation monitoring, improvement and enhancements of the Special Needs Rate Application.
- Identify opportunities for programmatic improvement, making mid-course corrections as necessary.
- Provide assistance and consultation to child care centers and family child care homes regarding health, development, disability and special needs issues.
- Provide expert advice to early learning personnel concerning strategies, curriculum, and environmental adaptations that allow all children to derive maximum benefit from the child care experience.
- Promote community awareness of the need for and benefits of inclusion.
- Develop an outreach program to educate families on topics including, but not limited to: typical and atypical child development, developmental red flags, and how to support healthy development for all children.
- Develop and maintain a training series to educate and empower early learning programs on topics including, but not limited to: typical and atypical child development, developmental red flags, how to support healthy development for all children, and how to support the inclusion of children of all abilities in the classroom.
- Establish interdepartmental relationships to ensure integration and alignment of activities with other Coalition initiatives and mandates.
- Implement and administer Voluntary Prekindergarten Specialized Instructional Services (VPK-SIS)
- Represent the Coalition at community meetings (ex., Florida Association Infant Mental Health, Young Children with Special Needs and Disability Council, etc.)
- Establishes relationships with the teams at Early Steps North, South and FDLRS/Child Find.
- Will review and synthesize all reports, Warm-Line entries and documents on a weekly basis to ensure all work is reported correctly and inform decision making
- Continue education via professional development, credentials/certifications that support the growth and development of young learners with disabilities/ and or special needs.

- Remain open and enthusiastic to new and innovative opportunities to grow the team and lead the program.
- Research and document best practices in inclusion from other communities, regions, and states to inform the local planning and implementation.
- Demonstrate knowledge of developmental screening, formative, and summative child assessment methodologies as well as best practices in working with families.
- Demonstrate knowledge and understanding of Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), Florida Early Learning and Development Standards, Florida Core Competencies for Early Care and Education Practitioners and the Head Start Child Development and Early Learning Framework and relevant performance standards.
- Demonstrate knowledge and understanding of the range and richness of socioeconomic status, diversity, culture, language and varying abilities of the children and families of Miami-Dade and Monroe Counties.
- Use data to effectively inform and improve inclusion program effectiveness.
- Maintain the Inclusion scorecard.
- Present at local, state and national conferences.
- Maintain positive relationships with early learning programs.
- Collaborate and coordinate with other agencies, organizations and programs engaged in related activities and services.
- Serve as a Coalition representative in creating and maintaining a positive relationship in interactions with clients, the community and peers.
- Serve as point person at the Coalition and serve as liaison among partners.
- Attend all meetings, as required, in a punctual, professional and contributory manner.
- Complete reports in a timely and comprehensive manner as required.
- Adhere to all Coalition policies and procedures.
- Perform other duties as assigned by Senior Director of Research, Evaluation & Assessment.

Skills and Abilities:

- Accountability
- Flexibility to review progress and make changes to plans as needed to meet community needs
- Ability to communicate well to others in a demeanor and in an appropriate setting as to convey the image and the voice of the Director of Research, Evaluation & Assessment and other Coalition leadership staff.
- Highly disciplined, self-motivated, and have the integrity to be exposed to highly sensitive information while maintaining its containment.
- Ability to work effectively and function independently within a newly developing framework
- Ability to identify credible research and evidence-based practice to inform personal knowledge
- Ability to take control and manage tasks independently to closure
- Proven ability to accomplish tasks in a timely and proficient manner
- Outstanding organization, judgment and problem-solving capabilities
- Excellent interpersonal skills
- Excellent communication skills, both written and oral
- Willing to work flexible hours as necessary
- Ability to work effectively with a diverse population
- Must have access to a vehicle and be able to drive

- Must be able to travel

Computer Equipment and Software Requirements:

- Microsoft Office Suite
- Intermediate user of internet-based systems

Experience and Training:

- Minimum Bachelor's degree, Master's degree strongly preferred in Special Education, Early Childhood Education, Psychology, Sociology or related field.
- Experience with children with disabilities and/or special needs (i.e., mental, emotional, physical, and/or health)
- At least five years of experience in community facing roles serving children and families
- Training, education and/or experience may be substituted for certain minimum qualifications

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

Supervisor

Date