

## Job Description

**Title: Inclusion and Developmental Specialist**  
**FLSA Status: Exempt**

**Department: Research and Assessment**  
**Reports to: Inclusion Manager**  
**Approved: \_\_\_\_\_**

### Job Summary:

Inclusion Specialists implement inclusion support plans for children with special needs, provide resources to meet individual family's needs, Specialists are also responsible for the providing inclusion support to directors and teachers in early care and education settings as well as, supporting the development/strengthening of inclusive practice to programs participating in School Readiness. High quality inclusive settings and support individualized child needs.

### Essential Duties and Responsibilities:

- Provides implementation support to directors, teachers in inclusive practice that is developmentally appropriate
- Serves as a role model for instruction and teacher child interaction
- Formally records observations of classroom routines and teacher child interactions
- Designs and facilitates small and large group professional development sessions and trainings targeting internal staff as well as, community partners, stakeholders, directors, teachers and families.
- Provides teachers and staff with opportunities for feedback and self-reflection
- Responds to emergency calls from child care centers regarding children with suspected disabilities
- Distributes and collects consent forms as well as any other forms and surveys required
- Creates and implements opportunities for family engagement Provide community resources for providers and families
- Serves as a representative in creating and maintaining positive relationships in the Community
- 30% or more travel will be required if needed
- Attends meetings, training, and conferences
- Work collaboratively with other ELC program teams
- Demonstrate knowledge and understanding of Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA) and Performance Funding Project (PFP) and House Bill 1091
- Perform other related duties as required

### Skills and Abilities:

- Accountability
- Effectively communicate in forums that require public speaking
- Interpersonal Relationships
- Excellent oral and written Communication and technology skills
- Effective listening and observing
- Organization and Time Management
- Bilingual preferred
- Work effectively with a diverse population
- Develop and execute action plans that accelerate or maintain program integrity & viability

### Computer Equipment and Software Requirements:

- Microsoft Office Suite

### Education, Experience and Training:

- BA/BS in Elementary/Early Childhood Education, Early Childhood Special Education, and Psychology field required. MA/MS preferred.
- Three (3) years teaching experience in early childhood settings required

- Three (3) years teaching experience working with exceptional student education in early childhood settings and/or working with infants, toddlers or preschool-age children with developmental delays/disabilities required
- Author Reliability with Classroom Assessment Scoring System (CLASS) in at two of the three tools (CLASS Infant, CLASS Toddler, and/or CLASS Preschool) strongly preferred
- Autism Navigator certified preferred
- Registered Behavioral Technician certification preferred
- Knowledge of typical and atypical child development and developmental milestones
- Knowledge of Best Practices in Inclusive Early Childhood Education (BPIECE) self-assessment tool
- 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

**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.**

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Employee

\_\_\_\_\_  
Date

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Employee signature