

Job Description

Title: Inclusion Specialist
FLSA Status: Exempt

Department: Quality Programs
Reports to: Inclusion Program Manager

Job Function:

To promote community awareness of and support for equal access to high-quality early care and education opportunity for *all* children, specifically those with disabilities and special health care needs.

General Goals:

- To identify community needs and resources related to developmental screening and referral
- To identify community needs and resources related to inclusion of children with disabilities and special health care needs
- To promote community awareness of the need for and benefits of early detection, early intervention, and inclusion
- To analyze the training needs of the community
- To develop and implement strategies to meet identified training needs
- To model best practices in early childhood inclusive education to early care and education programs and family child care homes
- To coordinate with other agencies, organizations, and programs engaged in related activities and service provision.

Specific Responsibilities:

- To collaborate with early care and education partners using tools for ongoing self-reflection that identify strengths and needs around inclusive practices
- To identify areas of strength and areas of need in assigned programs with the goal of improving the quality of services, instruction, and supports for all young children and their families
- To build rapport with early care and education partners and the families they serve
- To recommend individualized accommodations/supports in high-quality settings that promote the academic and functional success of all children, specifically children with identified developmental delays or disabilities.
- To provide consultation and on-site technical assistance that strengthen inclusive environments through environmental program design, accommodations, adaptations and quality enhancement;
- To respond to partners accessing the Warm Line and, to the extent that time and resources permit, provide on-site technical assistance when requested or as part of a service delivery model;
- To develop and facilitate professional development opportunities to early care and education partners and families on topics related to screening, assessment, intervention and resources and referral through a variety of mediums (i.e. face-to-face, virtual, etc.).
- To complete on-site observations of children and programs
- To develop individualized support for children with disabilities participating in local early learning programs
- To maintain records of all materials created and activities performed;
- To provide records and reports to the Inclusion Manager, Director of Research and Evaluation and/or the State CCR&R Network Inclusion Analyst

Skills and Abilities:

- Ability to work under minimal supervision
- Ability to work independently and follow through on assigned tasks
- Excellent organizational skills to meet demanding timelines
- Ability to maintain all confidentiality requirements

- Excellent communication skills, both written and oral
- Excellent interpersonal skills
- Ability to work with a diverse population
- Ability to work with staff, service agencies, and the public
- 50% or more travel will be required if needed
- Bi-lingual preferred

Qualifications (minimum):

- BA/BS (M.S./M.Ed preferred) in Early Childhood/Elementary Education Special Education, Psychology or related field
- Expert knowledge of child development and developmental milestones (birth to age 5)
- Experience working with children with disabilities and special health care needs in an early care and education setting
- Ability to design developmentally appropriate classroom accommodations/adaptations, strategies and activities for children with disabilities and special health care needs
- Experience working with learners of all ages and abilities

Relevant Training/ Credentials:

- Voluntary PreK Specialized Intervention Services (VPK-SIS)
- Autism Navigator
- Department of Children and Families 10-hour Special Needs Module
- Department of Education Grow to 5 series
- Virtual Learning Platforms (i.e. Zoom, Microsoft Teams, Webex, Google Meet)

Relevant Knowledge and Experience:

- Knowledge of federal, state, and local laws and regulations pertinent to children with disabilities and special health care needs (i.e. Section 504 of the Americans with Disabilities Act, the Individuals with Disabilities Education Improvement Act, etc.) and the ability to communicate that knowledge to early care and education partners and community stakeholders;
- Knowledge of the Best Practices in Inclusive Early Childhood Education
- Knowledge of social and environmental barriers to inclusion and how to assist individuals, early care and education partners, and other entities in overcoming them;
- Knowledge of and ability to perform on-site observations in family childcare homes and early care and education programs
- Knowledge of Florida Performance Standards;
- Knowledge of other community agencies, and organizations to maximize efforts and avoid duplicative services.
- Knowledge of relevant sources of information regarding inclusion and ability to interpret and communicate that information

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 Name

Employee Signature

Date