

JOB DESCRIPTION

Title: Inclusion Coordinator (All Counties)
Salary Range: \$17.00 - \$26.00
Status: Non-Exempt
Reports to: Director of Provider Services

Summary of Responsibilities:

The position is primarily responsible for the implementation of inclusion activities. The Inclusion Coordinator serves as the inclusion network coordinator; acts as the liaison between child care providers, families and community partners for inclusion and special needs services; manages the developmental screening process; and planning, coordinating and managing activities to support providers and parents in educating children with special needs.

Position requires personnel at child care providers at least 60% of the time.

A large part of our organizational duties pertains to outreach which consists of assisting families in the office and families in our communities. Therefore, participation in our outreach events is required of all employees. This not only helps our families but builds our efforts as a united team at the ELCIRMO (Early Learning Coalition of Indian River, Martin and Okeechobee Counties).

Essential Job Functions:

- Requires an individual who can work independently, has excellent time management, communication, and organization skills. Also, attention to detail and the ability to handle sensitive and confidential information in a professional manner is required.
- Provides training on topics relevant to the needs of the providers and parents.
- Promotes and responds to warm line calls and promotes inclusive practices to providers and parents.
- Oversees developmental screening process.
 - Notification and compliance of initial enrollment and annual screenings.
 - Manages the process for atypical screens.
 - Reviews all screens with two or more low areas.
 - Contacts provider and parent to discuss screening results.
 - In concert with provider and parent, develops individualized support plan.
 - Enters individualized support plan into screening database.
 - Schedules observation, as appropriate.
 - Recommends classroom strategies and interventions, as appropriate.
 - Recommends and follow-up on referrals, as appropriate.
 - Participates in team meetings with agencies, provider and parent, as appropriate.
 - Provides provider and parent with screening results letter and activities for low areas.
- Involvement with child assessment process and reports for children with atypical development.
- Promotes positive discipline processes and proactive/preventative measures.
- Delivers training presentations for providers and parents on topics related to inclusion.
 - Classroom/behavior management.
 - Social/emotional, trauma-informed care
 - Pyramid model training
 - Infant/Toddler training

- Components of Quality Training
 - ASQ (Ages and Stages Questionnaire) screening process.
- Conducts Community of Practice sessions for providers and parents, as appropriate, on inclusive practices.
- Conducts technical assistance and coaching sessions with teachers and directors on inclusive practices.
- Participates in Inclusion inter-agency meetings.
- Serves as the OEL (Office of Early Learning) Inclusion Representative for ELCIRMO.
- Provides coalition inclusion reports on a monthly basis and OEL reports on an annual basis, as required.
- Collaborates with community partners and shares best inclusive practices with providers and staff.

The duties and responsibilities list above are intended primarily as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the job if the work is similar, related or a logical assignment to the job.

Essential Knowledge, Skills and Abilities:

- Knowledge of early childhood, including infant toddler, preschool, and inclusion areas
- Knowledge of rules, applicable laws, regulations, and procedures governing early learning programs and the ability to communicate that knowledge to child care personnel and parents.
 - Americans with Disabilities Act (ADA)
 - Individuals with Disabilities Education Act (IDEA)
 - Florida Early Learning and Developmental Standards
- Knowledge of childcare developmental screening and assessment tools.
 - Knowledge of the Classroom Assessment Scoring System (CLASS) assessment is beneficial to this position.
- Basic computer skills, including proficiency in web-based programs, data processing, and Microsoft Office suite.
- Ability to express ideas effectively, verbally and in writing.
- Exemplary people skills and a professional demeanor are required.
- Attention to detail and a high degree of organization are required.
- Ability to work flexible schedule to accommodate late afternoons or evening meetings/training.
- Ability to travel out of town as needed.
- Ability to establish and maintain effective working relationships with the general public, co-workers, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender, or disability.
- Maintain confidentiality.

Qualifications:

- Bachelor's Degree or higher in Early Childhood or Elementary Education/Child Development and 3 years of professional teaching experience working with children 0-5 years of age is preferred; or Associate's Degree in Early Childhood Education/Child Development and 5 years of related experience working with children ages 0-5 years of age. Experience may be substituted for educational degree.
- Must possess valid Florida driver's license with no record of criminal driving offense or license suspension.
- Must successfully complete a Level 2 background check.

Essential Physical Skills:

- Ability to sit for extended periods of time while performing job functions.
- Ability to operate a keyboard, or similar data entry device for extended periods.
- Frequently required to use hands to finger, handle, or feel and arms to reach for items.
- Ability to bend, kneel, and stoop for retrieving supplies and miscellaneous items.
- Must possess auditory, verbal and visual capabilities in order to adequately communicate via phone and in person.
- Must be able to lift, push, pull and carry up to 15 pounds.

The physical demands and work environment 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 of this job.

Environmental Conditions:

- Must be able to acclimate to changing temperatures as position requires both indoor and outdoor settings.
- Indoor environment with occasional increased noise levels.

EOE/DFWP

Employee Signature

Date

Supervisor Signature

Date