

**EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.**

**JOB DESCRIPTION: INCLUSION SPECIALIST**

**REPORTS TO: PROGRAM MANAGER**



**STATUS: Non-Exempt**

**SALARY RANGE:  
\$32,000 - \$42,000**

**The Coalition is a fully tobacco-free environment, to include the interior and exterior of all premises and Coalition-owned vehicles.**

**GENERAL DESCRIPTION:**

The Inclusion Specialist is responsible for assisting in the implementation of behavioral programs to train adaptive skills and remediate inappropriate behavior with preschool children enrolled in school readiness programs. The Inclusion Specialist will also assist in providing parent education and consultation to School Readiness providers and to promote community awareness in support for equal access to high quality childcare and learning opportunities for all children, including those with disabilities and special healthcare needs.

**Responsibilities:**

- Oversee the monitoring of individual behavioral management programs using least restrictive procedures;
- Implements required “Warm Line” procedures, including receipt/log, review and response;
- Obtains information/documentation of student progress on behavioral plans;
- Collect data for behavioral plans;
- Provide assistance and consultation to childcare centers and family childcare homes regarding health, development, disability and special needs issues;
- Identify community needs and resources and assist childcare providers as requested concerning any behavioral problems affecting pre-school children;
- Monitoring of program evaluation procedures;
- Develop provider and parent training in service delivery areas;
- Develop and maintain parent involvement with behavioral programs to improve consistency of implementation;
- Development and implementation of reporting systems to parents;
- Provide information for reports for appropriate local and state agencies;

- Attend educational meetings, visit related facility, exchange ideas among staff as assigned;
- Promote community awareness of the need for and benefits of inclusion;
- Prepare and deliver presentations about inclusion, including the ADA, benefits of inclusion for all children and how to create inclusive environments;
- Prepare and conduct trainings (minimum of one per quarter);
- Identify community needs and resources related to inclusion of children with disabilities and special healthcare needs;
- Provide consultation and on-site technical assistance to program;
- Create inclusive environments through environmental and program design, accommodations, adaptations and quality enhancement;
- Ensure compliance with all applicable rules as required;
- Case Management and problem solving with agency personnel and other appropriate professionals on a regular basis;
- Provide expert advice to child care personnel concerning strategies, curriculum and environmental adaptations that allow a child to derive maximum benefit from the child care experience;
- Respond to providers accessing the Warm Line and, to the extent that time and resource permit, provide onsite technical assistance when requested or as part of a service delivery model;
- Prepare all reports as required by Coalition and other affiliated entities.

### **REQUIREMENTS:**

- Bachelor's Degree in a related field;
- Associate's Degree in Early Education or related field required in addition to two (2) years of professional experience teaching young children. If the successful candidate does not hold a Bachelor's Degree, a plan to complete the Bachelor's Degree within five (5) years of employment must be filed with the Coalition, completing at least six (6) credits annually, at the employee's expense;
- Must be available to work a flexible schedule;
- Occasional out-of-town travel and overnight stays may be required;
- Professional appearance and presentation;
- Ability to bend, lift and carry up to 25 pounds;
- Must have a valid Florida driver's license, proof of insurance and reliable transportation.

### **Assignment Location:**

Individuals may be assigned by management, on a permanent or temporary basis, to any Coalition office located in Pasco or Hernando County.

**This position is contingent upon available funding.**

I, \_\_\_\_\_, have read the requirements as listed above. I understand and accept the duties and responsibilities as described.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Employer Signature                      Date

Updated/Approved: June 27, 2008  
Revised: July 16, 2012  
Approved: Executive Committee August 16, 2012