



Child Care Coordinating Council of San Mateo County

JOB ANNOUNCEMENT

Title: Inclusion Specialist
Reports To: Community Programs Director
Department: Community Programs
Classification: Non-Exempt
Hours: 40 hrs/week, 8:30AM to 5:00PM Mon-Fri, (with some evening and weekend shifts, as needed)

PRINCIPAL RESPONSIBILITIES:

Under the direction of the Community Programs Director, the Inclusion Specialist will support families and providers of children with special needs. This position will provide developmental screenings, enhanced child care referrals, and trainings on special needs topics.

PRIMARY DUTIES:

- **Enhanced Referrals:** Provide enhanced child care referrals to families of children with special needs, including researching available options, family support in transitioning child to child care, provider support and coaching, and other on-site services as needed. Provide support to families in navigating the Inclusion Services System. Maintain and grow the referral system for community partners to refer families for enhanced referrals.
- **Developmental Screening:** Administer the Ages and Stages and Ages and Stages Socio-Emotional Questionnaires; Screen children for special needs or other related services; Make referrals to external services as appropriate; Train and mentor staff in administering the Ages and Stages tools and in making referrals. Conduct strategic outreach to educate the community around the importance of developmental screening and early intervention.
- **Provide Training for Parents and Child Care Providers:** Develop and implement workshops for Child Care Providers and Parents in Inclusion topics. Train and mentor staff to implement workshops as appropriate. Survey Providers and Parents to determine training needs.
- **Team and Program Leadership:** Train and mentor Community Service Program Coordinators in developmental screenings, enhanced referrals, Inclusion resources, and other program requirements as appropriate. Serve as the in-house Inclusion specialist to strengthen the skills of staff in working with providers and families of children with special needs.
- **Program Quality Assessments:** Assist Early Childhood Education Specialist with Environmental Rating Scale and CLASS assessments for providers as needed.
- **Responsible for data collection/tracking and reporting:** Ensure compliance with all data collection and reporting requirements. Maintain and administer participant database for tracking services. Complete program reports as directed.
- **Serve as Director's designee as directed:** Act as Community Program Director's designee in external meetings as assigned.
- **Overall:** Maintain thorough and accurate records, files, correspondence and statistics in both written form and via data entry in computer databases to fully document services; Take initiative to continually expand and improve understanding and keep current on all program requirements; Propose solutions to problems and discuss with supervisor to implement changes as directed; Follow the 4Cs employment handbook and union contracts; Foster collaborative efforts within the department and enthusiastically carry out overall agency goals and mission.
- **Other miscellaneous duties as assigned**



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RELATIONSHIPS:

- Maintain open communication with Program Director and other 4Cs staff
- Support regular meetings of collaborative partners
- Maintain professional and friendly rapport with providers and client families, use good judgment and discretion when discussing case particulars and/ or helping to resolve conflict
- Maintain confidentiality related to agency services and internal operations

NUMBER OF EMPLOYEES SUPERVISED:

Directly: 0 Indirectly: 0

MINIMUM QUALIFICATIONS:

- BA Degree or equivalent in Child Development, Early Childhood Education, or Special Education
- 3 to 5 years experience in an Early Childhood Education program or classroom
- Education or experience with inclusion services, intervention services, or special education
- Knowledge of child care and development delivery systems
- Effective oral and written communication
- Demonstrated ability to work collaboratively with multiple community partners
- Strong organizational skills: ability to prioritize tasks and handle multiple responsibilities
- Demonstrated ability to work with a diverse population

SPECIAL QUALIFICATIONS:

- Bilingual English/Spanish preferred
- Training and/or knowledge of ASQ Assessments preferred
- Familiarity in adapting environments to meet the needs of individual children with disabilities in group settings
- Training experience with adult learners required

SOME OF THE ESSENTIAL PHYSICAL REQUIREMENTS:

- Typing on a computer and mouse 80% of the time
- Sitting at a desk 80% of the time
- Standing while facilitating training
- Talking on the phone
- Filing
- Lifting boxes up to 20 pounds

Please submit your resume and cover letter to Humanresources@sanmateo4cs.org