



Child Care Coordinating Council of San Mateo County

JOB ANNOUNCEMENT

Title: Inclusion Specialist-PT
Reports To: Community Programs Manager
Department: Community Programs
Classification: Non-Exempt

ABOUT 4Cs

Founded in 1972, 4Cs is a 501(c)3 non-profit agency serving the children and families of San Mateo County in three key service areas: Quality Child Care and Preschool, Family Support, and Health and Child Development.

OUR SERVICES AREAS

- Quality Child Care and Preschool – Increasing the quality and supply of child care and preschool, promotion of the professional development of the child care workforce, fostering inclusion for children with special needs, and ongoing support to child care providers.
- Family Support – Counseling for parents about child care and preschool options, free referrals to licensed child care, child care subsidies to low income families, and free and low-cost parenting education.
- Health and Child Development – Training for child care providers and parents in child development, nutrition and health.

PRINCIPAL RESPONSIBILITIES:

- 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. Provide support to families when navigating the Inclusion Services System. Maintain and grow the referral system for community partners to refer families for enhanced referrals.
- Administer the Ages and Stages (ASQ) and Ages and Stages Socio-Emotional Questionnaires (ASQ-SE); make referrals to external services as appropriate. Conduct strategic outreach to educate the community about the importance of developmental screening and early intervention.
- Develop and implement workshops for child care providers and parents in inclusion topics and child development.
- Provide ongoing technical assistance and coaching to Quality Counts participants to continue on Quality Continuum Framework matrix (Inclusion readiness visit, technical support in the use of ASQ & ASQ-SE to benefit the child and improve the program).
- Ensure compliance with all data collection and reporting requirements.

RELATIONSHIPS:

- Maintain open communication with Program Manager 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



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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
- Possession of/ or ability to attain a valid California Driver's License

SPECIAL QUALIFICATIONS:

- Bilingual English/Spanish required
- 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 by email to:

Genie Allen

gallen@sanmateo4cs.org