

Position Title: Inclusion Specialist  
Department: Quality  
Hiring Range \$32,000 - \$41,000  
FLSA Status: Non Exempt  
Reports to: Program Services Manager  
Created by: Amanda Kelkenberg  
Created on: 08/01/2019  
Approved by: Amanda Kelkenberg  
Approved on: 08/19/2019

**GENERAL DESCRIPTION:** Responsible for providing training and technical assistance for inclusion and child assessment implementation to early learning providers in Osceola County.

**ESSENTIAL JOB FUNCTIONS:**

1. Assist in the development and implementation of quality initiatives designed to increase school readiness best practices in early education settings.
2. Provide resources and support to early learning providers regarding the implementation of a child assessment program.
3. Organize and facilitate quarterly trainings and professional development opportunities for Early Learning Providers in curriculum implementation, social-emotional health, child assessment, inclusive classroom strategies, child development, environmental adaptations, accessing inclusion resources, and other topics as identified.
4. Provide technical assistance and coaching via phone and/or on-site to Early Learning Providers regarding curriculum implementation, social-emotional health, child assessment, inclusive classroom strategies, child development, environmental adaptations, accessing inclusion resources, and other topics as identified.
5. Manage the Warm Line; including processing intakes and conducting consultations via phone and/or face-to-face with early learning providers regarding issues with children resulting from developmental delays, disruptive behavior, special needs or other issues as identified.
6. Provide support, as needed, on ASQ-3 completion in early learning settings, including how to complete the ASQ-3. Help providers have conversations with families around developmental concerns, connecting families to resources, and training programs on how they can use ASQ-3 data to inform curriculum and overall program management
7. Support and assist early childhood educators in identifying specific needs of children, developing educational plans, and referring children for further evaluation when necessary.
8. Assist with planning the Coalition's Annual Early Educator's Conference
9. Follow up on Sending Out Support (SOS) requests from providers; providing assistance and training to providers and teachers to promote classroom management, inclusive classroom strategies, and environmental adaptations
10. Attend community events as identified
11. Coordinate special projects as assigned
12. Other duties as assigned

**General Requirements**

1. Act in accordance with agency vision and mission
2. Attendance and participation in professional conferences, trainings, statewide and regional meetings, Coalition meetings, and other events as identified
3. Work harmoniously with coalition members, and coalition staff, early education care agencies and the community at large as appropriate
4. Assists Chief Executive Officer and /or Supervisor with special projects as identified
5. Other duties as assigned

{Above are essential functions of the job. The Early Learning Coalition of Osceola County promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your supervisor should you have any questions about this policy or these job duties.}

[This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.]

**MINIMUM REQUIREMENTS:**

Candidate should possess:

1. A Bachelor's Degree in Early Childhood Education, Special Education or related field.
2. A minimum of three (3) years successful teaching experience with children with special needs and one (1) year experience as a grade-level chair person, team leader, or resource teacher OR five (5) years early learning classroom experience working directly with children with special needs
3. Knowledge and experience with Inclusion, child assessment tools, and ASQ requirements.
4. Knowledge of general office equipment including copier, fax, and computer
5. Proficient skills in the use of Microsoft Office including Word, Excel, Power Point and Outlook
6. Proficient skills in the use of Microsoft Publisher (preferred)
7. Ability to develop and maintain effective records practices
8. The ability to multi-task and meet aggressive deadlines
9. Strong oral, written and presentation skills
10. Strong communication and problem solving skills
11. Professional appearance and presentation
12. Professional and courteous attitude

Candidates must demonstrate:

1. The proven ability to cultivate relationships with children, flexibility to implement different strategies to help children with developmental disabilities and special needs
2. The ability to work independently, establish priorities and manage deadlines, multi-task and work in a fast-paced environment; and work flexible hours
3. The leadership ability to motivate and inspire others to embrace and support the Coalition's mission, develop and achieve desired goals

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

1. Possession of a valid Florida Driver's license and daily access to reliable transportation to and from work and for local work-related travel.

**ESSENTIAL PHYSICAL SKILLS:**

1. Ability to operate a computer for extended periods.
2. Ability to sit for extended periods while performing job functions.
3. Must be able to assist with lifting of heavy boxes occasionally.

**ENVIRONMENTAL CONDITIONS:**

1. 50% office and 50% home office environment

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

**ACKNOWLEDGEMENT:**

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other duties as requested. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All requirements are subject to change over time.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.



**EARLY LEARNING COALITION OF OSCEOLA COUNTY  
INCLUSION SPECIALIST**

**EMPLOYEE:** \_\_\_\_\_  
**SIGNATURE** **DATE**

**SUPERVISOR:** \_\_\_\_\_  
**SIGNATURE** **DATE**