

POSITION DESCRIPTION

Position Title:	Early Intervention Specialist	Incumbent:	
FLSA Status:	Non -Exempt	Appointment Date:	
Revision Date:	November 2023	Supervisor:	Early Intervention Administrator
Job Class:	886	Position #:	14

Position Description

50%

- Communicate with child care providers to ensure annual screening of all eligible children in School Readiness programs is completed.
- Communicate with Eligibility Specialists to ensure completion of initial ASQ screenings from parents during the enrollment process, for School Readiness children, by identified completion dates.
- Process and evaluate results of developmental screenings received from providers and families using OEL/coalition sanctioned databases. (i.e.: EFS/Portal, ASQ Online Enterprise)
- Communicate developmental screening results to families and provide child development educational resources as needed.
- For children who score below developmental norms on the screening instrument, create individualized learning plans (ILP) to include but not limited to age-appropriate activities which focus on the low scoring domain(s): Follow up with families to request rescreening. Provide technical assistance as needed.
- Maintain and track required documentation for children receiving follow up referrals, and developmental screening services, to other intervention agencies along with properly completed and scored tools.

45%

- Provide consultation and on-site technical assistance for programs to create inclusive environments through environmental and program design, accommodations, adaptations, and quality enhancement.
- Provide technical assistance to providers as per warm line requests, as needed, to identify children that may benefit from Inclusion services.
- Participate and support DEL initiatives (i.e.: Pyramid Model Project, FAIMH Endorsement, Infant/Toddler Network, Pre-K Network, 10 Components of Quality) by training and providing technical assistance to providers as assigned.
- Ensure the correct screening tool is being utilized 99% of the time.

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- Offer suggestions and ideas for improvement and streamlining services.
- Demonstrate thorough knowledge of other ELC departments and functions.
- Collaborate with other departments as needed to provide inclusion information.
- Collaborate and coordinate with agencies and programs engaged in providing services for children.

5%

- Attend state training and/or workshops as requested.
- Prepare and conduct training for providers on the tools related to screening and assessment (i.e., ASQ-3). Recommend additional training based on identified needs to the Provider Services Administrator.
- Promote community awareness of the needs and benefits of inclusion.
- Identify community resources related to inclusion of children with special needs.
- Other duties and responsibilities as assigned.

Knowledge, Skills, and Abilities

Knowledge of principles, practices and techniques of early childhood development, child screening and assessment tools, community resources related to the needs of young children.

Skilled in: Microsoft Office applications; time management; organization skills; confidentiality.

Ability to: complete tasks and meet deadlines; work flexible hours to provide evening and/or weekend training sessions; communicate clearly and concisely, orally and written; demonstrate strong interpersonal skills; maintain effective working relationships.

Required Licensure/Certification

A mandatory drug screening and background check will be performed on the successful application.

Must possess a valid Florida's driver's license and current automobile liability insurance policy.

Minimum Qualifications

Bachelor's degree in early childhood development, Education, or closely related field.

Minimum of three (3) years of verifiable professional related experience.

An equivalent combination of related education and/or experience may be substituted for the requirements above as approved by the Chief Executive Officer.

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Preferred: Demonstrate advanced knowledge of Early Steps, Child Find, Head Start, Early Head Start, Healthy Start, IEP's, EELP's, CMS and other relevant community agency information.

This job description in no way states or implies that these are the only job duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments.

I acknowledge that I have read and understand the expectations for the successful performance of this job. I also acknowledge that that this document does not create an employment contract. My employment at Early Learning Coalition of Brevard County is at will.

Early Intervention Specialist

Date

Early Intervention Administrator

Date