

<b>Job Title:</b>	<b>INCLUSION FACILITATOR</b>
<b>Department:</b>	<b>Learning Institute</b>
<b>Reports To:</b>	<b>Learning Institute Director</b>
<b>FLSA Status:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
<b>Grade:</b>	<b>4</b>
<b>Job Duties, Responsibilities, Qualifications, and Requirements</b>	
<b>Job Summary</b>	The Inclusion Facilitator is responsible for providing early intervention and coaching services, as well as serving as a role model and a resource for child care providers and families.
<b>Essential Duties and Responsibilities</b>	<p><b>Parent/Provider Support Services</b></p> <ul style="list-style-type: none"> <li>• Meet with families and providers, in a variety of off-site locations, to offer developmental screenings for children at risk of developmental delays or who may have specials needs</li> <li>• Provide technical assistance to participating licensed family child care or center-based programs, as well as families, in compliance with Federal and State program guidelines</li> <li>• Introduce early intervention, inclusion practice and support to providers. Serve as a role model, coach, and resource to child care providers and families during scheduled site visits.</li> <li>• Work with families of children with disabilities or at risk of delays, and children at risk of expulsion, as an advocate. Assist with enhanced referrals, finding appropriate settings, and connecting suitable resources</li> <li>• Support healthy bonding and attachment between at-risk children and families and/or caregivers.</li> <li>• Assist in scheduling and implementing special needs training for child care providers and families, and aid in transitioning children with special needs into typical quality child care settings</li> <li>• Assist in developing special needs education training curriculum and evidence-based practices that enhance the quality of early education settings for children</li> <li>• Create adaptive materials and activities to support children at home and in the child care setting</li> <li>• Analyze data and make recommendations based on screening tools, observations, and interviews with families and caregivers</li> <li>• Document findings, prepare clear, concise, professional written reports for review by program stakeholders including Inclusion Coordinator, program director, early childhood educators, and possibly First 5 staff, parents/families, and school district personnel.</li> </ul>

	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Serve as a resource for special needs information. Disseminate information to licensed programs regarding special needs resources</li> <li>• Stay current on health trainings and child health requirements for child care providers; including, but not limited to, the Americans with Disabilities Act</li> <li>• Collaborate with other service agencies for children with special needs and counsel Resource and Referral staff to gather appropriate resources for the children being served</li> </ul>
<b>Secondary Duties</b>	<ul style="list-style-type: none"> <li>• Attend meetings and conferences and network with the community, as assigned</li> <li>• Assume responsibility for related special projects, as assigned</li> <li>• Participate in staff training and peer mentoring</li> <li>• Maintain accurate data records, and update computerized files</li> </ul>
<b>Supervisory Responsibilities</b>	None
<b>Clause</b>	The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. CocoKids management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.
<b>Minimum Qualifications</b>	
<b>Education and/or Experience</b>	<p><b>A. Formal Education:</b></p> <ul style="list-style-type: none"> <li>• BA/BS degree required, preferably in the Early Childhood Education or Special Education</li> </ul> <p><b>B. Practical Experiences:</b></p> <ul style="list-style-type: none"> <li>• Minimum of three years' experience in early child development, preferably with an emphasis on special needs/related services</li> <li>• Public speaking and oral presentation skills</li> <li>• Demonstrated ability to relate well with parents, providers, co-workers, and the community</li> <li>• Excellent communication skills both orally and in writing, good listener</li> <li>• Ability to accept supervision and work collaboratively as part of a team</li> <li>• Ability to relate to a diverse client community</li> <li>• Displays initiative and leadership</li> <li>• Strong organizational &amp; planning skills</li> <li>• Ability to work with a high degree of independence</li> </ul> <p><b>C. Technical Qualifications or Specialized Certification:</b></p> <ul style="list-style-type: none"> <li>• Proficient skills in MS Office (Word, Excel, Outlook, PowerPoint)</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to generate accurate reports</li> <li>• Ability to read and interpret documents such as safety rules, procedure manuals</li> <li>• Ability to solve problems and appropriately prioritize tasks</li> </ul>
<p><b>Language, Mathematical, and/or Reasoning Ability</b></p>	<ul style="list-style-type: none"> <li>• Bi-lingual in Spanish is a plus</li> <li>• Ability to communicate via emails and telephone</li> <li>• Ability to calculate</li> <li>• Ability to follow instructions based on the procedure manual</li> <li>• Strong editing skills</li> </ul>
<p><b>Physical and Mental Demands</b></p>	<ul style="list-style-type: none"> <li>• Ability to work and communicate with diverse cultural and socioeconomic groups, and differently-abled individuals</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Ability to meet the physical demands of the job: Employee is regularly required to stand; sit; walk; and use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms, stoop, kneel, crouch, talk or hear and operate a motor vehicle. The employee must occasionally lift and/or move up to 45 pounds</li> <li>• Ability to meet the requirements of daily attendance on the job for full continuous seven-hour days (f/t employee), or depending on your employment status</li> <li>• Willingness to work flexible hours including occasional evening and weekend events</li> <li>• Reliable transportation, valid California driver’s license and insurance</li> </ul> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p><b><u>DMV Background Check and Auto Liability Insurance Requirement:</u></b></p> <p>This position is subject to  periodic DMV background checks for driving record  maintaining a valid CA driver’s license (*)  maintaining a current CA Evidence of Liability Insurance (**)</p> <p>If an applicant is moving from out-of-state, the applicant must possess a valid California driver’s license within the California Department of Motor Vehicles (DMV) guidelines, normally within ten (10) days of an address change. A copy of the new valid California driver’s license must be provided to Human Resources Department.</p> <p>Employee will sign a “Notice and Authorization for Motor Vehicle Report” form.</p> <p>(*) <i>Employee must inform their direct supervisor and Human Resources representative immediately:</i></p> <ol style="list-style-type: none"> <li>1. <i>if his/her California driver’s license is denied, expired, suspended or revoked</i></li> <li>2. <i>if ticketed for a moving violation by a law enforcement agency while operating motor vehicle while conducting Council business</i></li> </ol> <p>(**) <i>Employee is required to provide a copy of current CA insurance card every six-month or twelve-month (depending on your insurance carrier) to Human Resources Department</i></p>