



## Child Care Coordinating Council, Inc of San Mateo County

### JOB DESCRIPTION

Title: Bilingual Inclusion Specialist  
Reports To: Community Programs Manager  
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)

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**PRINCIPAL RESPONSIBILITIES:** Under the direction of the Community Programs Manager, 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 to internal and external audiences.

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#### PRIMARY DUTIES:

- **Enhanced Referrals:** Provide enhanced child care referrals to families of children with special needs, including researching available options, supporting families in transitioning child to child care setting, 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 Screenings:** Using 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 and coordinate services based on the results of the ASQ's; Train and mentor staff in administering the Ages and Stages tools and in making referrals. Communicate with caregivers and pediatricians of children regarding results of the ASQ's and any additional concerns. Conduct strategic outreach to educate the community around the importance of developmental screenings and early intervention.
- **Provide Training for Parents and Child Care Providers:** Develop and implement workshops for Child Care Providers and Parents in Inclusion topics including but not exclusive to: Trauma Informed Care, challenging behaviors, autism and Attention-Deficit/Hyperactivity Disorder (ADHD). Train and mentor staff to implement workshops as appropriate. Survey Providers and Parents to determine training needs.
- **In-house Expertise:** Provide technical assistance and act as an internal resource to staff on all topics related to inclusion and special needs in children. Understand applicable laws and available resources in the County for families with children who need extra support around special needs and inclusion.
- **Program Quality Assessments:** Assist Early Childhood Education Specialist with Environmental Rating Scale and CLASS assessments for providers as needed. Assist with the Ages and Stages Questionnaire for families and child care providers in the community.
- **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.



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- **Act as 4C's representative as directed:** Attend and represent the agency as directed in meetings and community events.
- **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.**

### RELATIONSHIPS:

- Maintain open communication with Program Manager, 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 as well as client information

### 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
- **Bilingual English/Spanish required**

### SPECIAL QUALIFICATIONS:

- 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