



## Job Description

**Job Title:** Infant and Toddler Specialist  
**Department:** Head Start and Early Head Start  
**Reports To:** Director  
**FLSA Status:** Exempt  
**OSHA Category:** Category 2

**Summary:** This position assures that center staff is implementing approved curriculum and oversees day to day operations. In addition, provides support, planning and supervision for the Home Visitors.

### Essential Duties and Responsibilities:

- Experience and knowledge of developmental and disability issues of young children preferred.
- Understanding of Head Start and Early Head Start philosophy and Performance Standards.
- Ability to coordinate an effective disability program following IDEA Part C guidelines and knowledge of IDEA Part B.
- Ability to carry out goals, policies and activities necessary to implement section 1302.60 providing additional services for children with disabilities, including but not limited to those eligible for services under IDEA.
- Oversee requirements of 1302.92 (Training and professional development) implement a research-based, coordinated coaching strategy for education staff. Provide opportunities for staff to receive research-based professional development aligned with program performance goals.
- Advise staff and parents in meeting the requirements for qualifications of an Early Head Start teacher and Home Visitor, including obtaining the Infant and Toddler CDA, the Home Visitor CDA and Child Development Apprenticeship program.
- Ability to interact with teenage parents and pregnant teens in a warm and caring manner.
- Ability to budget.
- Demonstrated leadership ability.
- Travel within county and out-of-county as necessary including participating in relevant training sessions.
- Must have dependable transportation.
- Participate with Personnel Committee of Policy Council in recruiting, screening, interviewing, and selecting teaching staff.
- Plan in-service training for all parents and staff.
- Manage annual recruitment to assure enrollment of 10% or more children with disabilities.

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- Determine supply and equipment need of the Disability Program and expend available funds or solicit donations to meet such needs.
- Manage transitional activities to assure families entering and leaving the program do so without a loss of service.
- Assist the Director in negotiating contracts or letters of agreement for services to infants and toddlers.
- Assure consistent, stable and supportive relationships are developed with infants and toddlers.
- Promote child and parent mental wellness through parent education and resource and referral information.
- Assist in establishing and maintaining enrollment of funded slots for eligible participants.
- Plan, conduct or arrange training for staff and parents to provide skills needed to meet special needs of disabled children.
- Obtain professional certification of disabling conditions.
- Oversee and track developmental and social emotional screenings as on all children within 45 days of enrollment.
- Oversee speech and other sensory screenings, evaluations and treatment.
- Makes recommendations for employment, promotion, disciplinary action or termination.
- Develop and manage curriculum.
- Perform other duties as assigned to enhance, improve, and accomplish the agencies mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

### **Supervisory Responsibilities:**

This position does have supervisory duties.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

### **Core Values**

To perform this job successfully, you must adhere to the agencies core values:

- |                      |                 |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork           | • Considerate   |
| • Equality           | • Innovation    |

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- Respect

- Ethics

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills. Good interpersonal and communication skills, including the ability to work as part of a team.

**Education and/or Experience:**

Must have baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience. Supervisory experience preferred, physical every two years, initial fine test or a TB Risk Assessment, First Aid and CPR as necessary per Performance Standards, food handler’s permit, OSHA training among other State and Federal requirements. This position may require the individual to be bonded among other State and Federal requirements.

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check must be bondable.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the public.

**Physical Demands:**

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.

This job requires prolonged periods of standing and walking throughout the classroom. Must be able to lift up to 45 pounds at a time. Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children. The employee is frequently required to sit, reach, hear and talk.

**Work Environment:**

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

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Employee Signature

Date

Approved by Policy Council: July 29<sup>th</sup>, 2024

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