

MountainHeart

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 insures that staff is following guidelines; approved curriculum is being presented at each center, and organizes day to day operations.

Essential Duties and Responsibilities

- Oversee Section 1304.1 and 1308 of the Head Start Performance Standards exercising discretion and independent judgement with respect to all matters of this section including evaluating and comparing possible courses of action and making decisions or recommendations.
- Experience and knowledge on mental health and disability issues of young children preferred.
- Understand of Head Start and Early Head Start philosophy.
- Ability to coordinate an effective disability 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.
- Conduct self-assessments of Section 1304.21 and 1308 of the Performance Standards annually, updating/revising written service plan in conjunction with parents, staff, Policy Council and Board Directors.
- 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.
- Assist with developing, implementing, and monitoring Individual Education Plans/IFSP for all children with disabilities.
- Determine supply and equipment needs of the Disability Program and expend available funds or work with the appropriate agencies to acquire needed supplies.
- 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 children with disabilities.
- Obtain professional certification of disabling conditions from appropriate providers.
- Assist with Developmental screenings as appropriate.
- Tracks the completion of speech and other sensory screenings, evaluations and treatment.
- Makes recommendations for employment, promotion, disciplinary action or termination.
- Develop and manage curriculum.
- Other duties as assigned.
- Ability to communicate with families in a warm and caring manner.
- Maintain confidentiality at all times.

Supervisory Responsibilities

Prepared Date: June 2015 Approved by Policy Council: June 16, 2015
ALL PERSONNEL ARE AT WILL EMPLOYEES

This position does have supervisory duties.

Competencies

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

- Quantity - Completes work in 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.

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 a bachelor's degree in Early Childhood Education, Human Services, Early Intervention or related field with 1 year related experience; supervisory experience preferred, physical annually, 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 maltreatment/APS/CPS check, food handler's card, bondable, and have an annual physical.

Language Skills:

Ability to write report and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Communicate effectively both orally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings.

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.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Employee Signature

Date