

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## EIS Developmental Specialist/Preschool Inclusion Specialist

**POSITION SUMMARY:** The Developmental Specialist and Preschool Inclusion Specialist position is responsible for providing direct services of developmental support to children and teaching staff as well as caregivers and their children in the home and within Kidango's infant toddler/preschool early care and learning settings. The position requires travel to assigned settings within Santa Clara, Alameda or Contra Costa counties. The specialist provides consultation and training to empower and build the capacity of staff and/or families to cultivate positive and inclusive environments, support the development of all children in the classroom or home, and work effectively, responsively and collaboratively with children, and families of children, with developmental concerns and individual developmental differences. The specialist's role includes screenings, evaluations, consultation, planning individual programs, strengthening parent and staff effectiveness in their interactions with children with developmental differences, and building strong school/home alliances.

### POSITION OVERVIEW:

- Location: Santa Clara, Alameda and Contra Costa Counties
- Employment Type: Full time/ Exempt
- Job Category: Administration
- Reports to: Director of Early Intervention Services

### PRIMARY RESPONSIBILITIES:

1. Provide direct support/ early intervention services to children referred from Local Regional Centers (between the ages of 18 mo. to 3 years) in a natural inclusive based classroom environment.
2. Maintain a case load of up to 6 home- based clients between the ages of 0-3 residing in Alameda, Contra Costa or Santa Clara Counties.
3. Work closely with Early Childhood Classroom Educators to provide inclusive based programming for children with special needs in the scope of a mainstream classroom environment.
4. Collaborate with preschool classroom teachers, school psychologists, learning disabilities specialists, speech/hearing specialists, and school social workers to provide an integrated plan for developing the capacities of their students.
5. Works to meet child and family goals and needs in coordination with other agencies (Local School Districts, RCEB, SARC, California Children's Services, etc.), organizations and the medical community.
6. Set learning goals for children, assess their progress, and record their evaluations.
7. Update parents on the progress of their child and provide activities designed to supplement their classroom activities.
8. Administer required screenings, assessments and family support services in accordance with Regional Center mandates and internal Kidango classroom screening and assessment requirements.
9. Provide Local Regional Centers with written assessments and reports as required.
10. Assist students and make accommodations as needed to participate in classroom curriculum
11. Assist in developing schedules and accommodations, program planning, data collection and maintenance of records
12. Assist in preparation of materials
13. Participate in staff meetings and in-service trainings, as required
14. Take part in weekly reflective supervision sessions and bi-monthly team reflective supervision meetings.
15. Attends and participates in outside meetings related to caseload (IFSP, transition meetings, IEP meetings).
16. Participates in relevant/appropriate meetings (i.e. EIS meetings, EIS training, discipline meetings, classroom meetings).
17. Communicates with children, families and other staff in respectful and culturally sensitive manner

18. Maintains confidentiality of children, families and employees of Kidango.
19. Works as member of agency team by promoting the mission and philosophy of Kidango.
20. Organizes time and equipment/supplies effectively.
21. Represents Kidango at community and professional functions as needed.
22. Performs other duties as assigned by supervisor.

**POSITION QUALIFICATIONS/REQUIREMENTS:**

- Knowledge and direct experience working with children with identified special needs and learning differences in inclusive based - natural environments
- Experience working with children with identified special needs and their families in a home based - setting
- Strong knowledge of theory and practice of child development, early intervention and special education.
- Direct experience administering early intervention support services to children between the ages of 0-5 with identified disabilities in center based and home based settings
- Experience working with families from diverse racial, ethnic, and socio-economic backgrounds
- Knowledge and direct experience with curriculum development and curriculum adaptation for children with learning differences
- Experience working with children on the autism spectrum
- Knowledge of ABA practices (Applied Behavior Analysis)
- Relationship- based and family systems based knowledge and applied practice
- Experience administering developmental screenings such as the Ages and Stages (ASQ) Questioner and the Ages and Stages Social Emotional Development (ASQ/SE)
- Experience administering early childhood development and linguistic assessments such as the Battelle Developmental Inventory, the HELP (Hawaii Early Learning Profile,) and the DAY-C II.
- Child observation, documentation and qualitative note taking abilities
- Ability to work independently and in a team environment
- MA in child development, infant/toddler mental health/early childhood special education preferred
- Will consider candidates with a BA and equivalent experience in the field of early intervention, child development/education, and infant- toddler mental health services

**OTHER QUALIFICATIONS/REQUIREMENTS:**

- Possession of a valid California Driver’s License or California ID. Use of an insured, non-agency vehicle (if applicable).
- CPR and First Aid Certificate and Infectious Disease Prevention training or completion within three months of hire. (As required by Licensing)
- Travel as needed to agency, community and state functions.
- Position may require travel to various locations within Santa Clara, Alameda and Contra Costa counties.

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance (Department of Justice, FBI, Child Abuse Index)
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking

- The ability to lift, push, pull, carry, and/or move up 30lbs

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at  
[www.kidango.org/Careers](http://www.kidango.org/Careers)

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.