



Quality Care for Children Child Care Resource and Referral

It is the policy of Quality Care for Children that all employees shall receive an equal employment opportunity without regard to race, color, religion, veteran status, sex, national origin, age, marital status or disability in employment.

Job Title: **Inclusion Coordinator**

Salary: Based on experience and education.

Specific Responsibilities:

- **Provide Professional Development:** Deliver Bright from the Start developed and approved training to families, child care providers, Georgia Pre-K teachers and staff, Head Start and after school program staff through presentations and on-site and telephone follow up activities. Provide ongoing support to providers through establishment and ongoing leadership to community of practice groups with child care or Georgia Pre-K providers.
- **Off-Site Technical Assistance:** Provide initial and follow up offsite consultation via telephone, email or other method, to assist in identifying and prioritizing professional development needs of families, child care providers and others. Provide referrals for community resources, educational information and other resources to assist in supporting inclusion of young children with disabilities.
- **Lead Georgia Quest for Quality Inclusion Regional Team:** Lead regional team efforts to plan implement and evaluate activities designed to build opportunities for inclusion through professional development targeted to local partners. Provide resources, information and logistical support to the teams to ensure participation by all members.
- **Develop and Support Community Activities and Resources:** Support increased and improved inclusion of children with disabilities by participating as an active member in local community groups such as Family Connection Collaboratives, Part C Local Interagency Councils, Navigator Teams, Georgia Pre-K Resource Coordinator Collaboratives, local education agency school-based support teams and other early childhood focused community groups. Develop new partnerships with community leaders and agency personnel to increase understanding and value for high quality inclusive settings for young children.
- **Actively Market Inclusion Program:** Increase community knowledge and use of inclusion program services through individual visits to centers, family providers, Georgia pre-k, head start, after school programs; presentations to child care providers, community agencies, professional groups, college/technical school classes, family support organizations and so on.
- **Complete and submit required paperwork including monthly reports, other reporting and documentation as indicated in the periodicity schedule provided.**

Minimum Qualifications:

- Masters or Bachelors degree in Special Education, Early Childhood Special Education or Dual Birth-Five certification; OR Masters degree in a closely related field with at least 20% of coursework in Special Education or Disabilities as documented through a transcript review.
- Must meet requirements for approval as a trainer through the Georgia Early Care and Education Professional Development System.
- A minimum of two years of professional experience working directly with young children ages 0-8 and/or their families in an inclusive setting.
- Strong organization skills, interpersonal skills, and communication skills (written and oral).
- Proficient in Word, Excel and PowerPoint.
- Valid driver's license and reliable transportation.
- Available to work occasional nights and weekends.
- Available to travel (15% - 20%).
- Self-directed with the ability to work independently.