



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 regards 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:

- Deliver basic and advanced 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.
- 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. May serve as leader of the Georgia Quest for Quality Inclusion regional teams.
- Provide initial and follow up offsite consultation via telephone, email or other method, to assist in identifying and prioritizing professional development need of families, child care providers. Provide referrals for community resources, educational information and other resources to assist in supporting inclusion of young children with disabilities.
- Provide limited onsite consultation with families, child care providers to support the classroom teachers with ongoing implementation of the identified goals in the IFSP or IEP and enhance the services for children who may be “at risk” for delay in a developmental domain.
- 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, birth to five certification, occupational therapy, or speech language pathology. Related Masters degrees must reflect 20% coursework in special education or disabilities AND you must have a minimum two years professional experience working with young children ages 0-8 in an inclusive setting.
- Experienced trainer (State approved preferred).
- 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%)
- Team player.
- Self-directed with the ability to work independently.