

## **OPPORTUNITIES, INC. JOB DESCRIPTION**

### **Job Title: EARLY CHILDHOOD DEVELOPMENT SPECIALIST**

#### **General Description of Duties:**

Responsible for performing a variety of tasks related to teaching and supervision of assigned children.

#### **Required Qualifications:**

**Knowledge, Skills, Abilities:** Knowledge of Developmental Disabilities.

**Certification/License:** Annual TB Skin Test; CPR/First Aid Certification.

**Education:** A licensed Speech/ Occupational/Physical/ Developmental Therapist or a Bachelor's degree plus one of the following: (a) Current Arkansas state certification in Early Childhood or Early Childhood Special Education; (b) A Current Child Development Associate Certificate; (c) A current Birth to Pre-K Credential; or (d) Documented experience working with children with special needs and twelve (12) hours of completed college courses in: Early Childhood, Child Development, Special or Elementary Education, or Child and Family Studies.

**Experience:** One year in related field.

#### **Preferred Qualifications:**

**Knowledge, Skills, Abilities:** Communication; Computer (including various software applications such as Word); Interpersonal; Organizational; Regulatory requirements of applicable agencies; Resources available to assist clients and families; Supervision of others; Teaching techniques

**Experience:** Two years in related field.

**Benefits:** See Personnel Policy 301

**Salary/Pay Scale:** See Personnel Policy 212

#### **Major Responsibilities and Duties:**

Be knowledgeable of Day Program service delivery, including standards, regulations, and requirements of Developmental Disabilities Services (DDS), AR Medicaid, and AR and TX Day care.

Demonstrate competency, good judgment and self-control in the presence of children and when performing assigned responsibilities.

Relate to children with courtesy, respect, acceptance and patience.

Recognize and respect the uniqueness and potential of all children, their families and their cultures.

Ensure that no child is abused, neglected or exploited while in care.

Report suspected abuse, neglect or exploitation to DFPS as specified in the Texas Family Code.

Plan and direct learning activities of assigned clients.

Complete written documentation and reports in a timely manner, including assessments/evaluations, monthly notes, quarterly progress reports, annual reviews, and follow-along services.

Participate in the Interdisciplinary Team process by developing and implementing Individualized Family Service Plan (IFSP) for clients in a center-based setting.

Assist with consumer referrals, screenings, and intake processes as assigned.

Prepare lesson plans, gather materials for lesson plans, and assist with implementation.

Create an atmosphere conducive for learning.

Counsel consumers, model positive roles, follow safety rules, and conduct parent/guardian conferences as needed.

Be aware of clients' medical, mental, and physical status each day.

Supervise direct care staff and be responsible for treatment and training of children.

Observe assigned paraprofessional staff 30 minutes per week and maintain required documentation.

Observe assigned consumers 30 minutes per week and maintain required documentation

Prepare documentation, correspondence, forms, and other data as required.

Participate in and/or be responsible for training, in-services, conferences, and seminars as requested.

Follow directions of supervisor, performing other duties as assigned.

#### **Physical Requirements:**

Communication - English speaking

Driving vehicles

Hearing for conversation

Lifting up to 50 lbs.

Pushing/pulling up to 50 lbs.

Reaching overhead and in front of body

Sitting for 1-2 hours consecutively

Standing 3-4 hours consecutively

Stooping, kneeling, bending, twisting, crouching

Use of hand, wrist, fingers

Vision for driving and reading

Walking for short distances

**Responsible to:** Program Manager  
**Supervision of:** Direct Care Paraprofessionals