



Opportunities, Inc.

EarJob Title:	Early Childhood Development Specialist	Department:	Arkansas Children’s
Location:	Main Campus	Travel Required:	Limited
Classification:	Non-exempt	Position Type:	Full time

Job Description

SUMMARY

The Early Childhood Development Specialist is responsible for the development of client individual treatment plans and the supervision of habilitative service delivery to clients.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

EDUCATION

- Has a bachelor’s degree **AND** at least one (1) of the following:
 - An Early Childhood or Early Childhood Special Education certificate;
 - Current child development associate’s certificate;
 - Current birth to pre-K credential;
- OR**
- Has a bachelor’s degree **AND** the following:
 - Documented experience working with children with special needs **AND** twelve (12) hours of completed college courses in early childhood, child development, special education, elementary education, or child and family studies.

EXPERIENCE

- At least one year of experience working with developmentally at-risk children preferred
- At least one year of experience in managing early childhood staff in an early intervention program preferred
- CPR/First Aid Certification required
- Must pass criminal background check

Required Skills/Abilities:

- Computer Proficient
 - Basic navigational skills for Windows operating system
 - Ability to write and send professional emails in Microsoft Outlook
 - Basic use of Microsoft Word and Excel
- Excellent communication skills with parents, families, and coworkers
- Ability to be patient and understanding when working with children and interacting with parents
- Knowledge of childcare principles and procedures
- Ability to relate to children and make the childcare facility an enjoyable atmosphere
- Knowledge of early childhood teaching strategies
- Exceptional planning and organizational skills
- Effective problem-solving skills
- Ability to remain calm in stressful situations

MAJOR RESPONSIBILITIES AND DUTIES

- Maintains and implements the program’s curriculum.
- Monitors and checks the implementation of the curriculum, individual treatment plans, and lesson plans on a weekly basis.

- Ensures program activities include areas of cognition, communication, social and emotional, motor, and adaptive skills.
- Works openly and cooperatively with the Program Manager in supporting the Early Intervention Day Treatment (EIDT) Program.
- Observes and trains Teacher Assistants, regarding curriculum implementation, activities related to individual treatment plans, and behavior management, as needed.
- Knows and complies with the Texas Minimum standards for Child-Care Centers.
- Knows and complies with Rules for the Arkansas Division of Developmental Disabilities Early Intervention Day Treatment.
- Completes written documentation and reports in a timely manner, including assessments/evaluations, monthly notes, quarterly progress reports, annual reviews, and related services.
- Participates in the Interdisciplinary Team process by developing and implementing Individual Treatment Plans for clients in the center-based setting.
- Assists with client referrals, screenings, and intake processes.
- Ensures entry of client service data in Therap, the Agency's online documentation system.
- Assists in maintaining an environment conducive to preventative discipline.
- Interacts with children in a positive manner.
- Represents the program to parents, visitors, and the public in a positive way.
- Immediately reports any information regarding health and safety concerns to the Program Manager and/or Nurse.
- Ensures that no child is abused, neglected, or exploited while in the care of the center; and reports suspected abuse, neglect, or exploitation of children to Texas Department of Family and Protective Services as specified in the Texas Family Code.
- Completes required annual training.
- Performs duties and responsibilities in a manner consistent with the five core values of Opportunities, Inc.-integrity, compassion, accountability, respect, and excellence (iCARE).
- Performs any other related duties as required or assigned.

PHYSICAL REQUIREMENTS

- Prolonged periods of standing and frequent bending.
- Must be able to lift up to 50 pounds at a time.
- Will be exposed to illness-causing bacteria and viruses.

Supervisory responsibilities: Teacher Assistants

Reports to: Early Intervention Day Treatment (EIDT) Program Manager/Director of Childcare

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

I acknowledge that I have read and understand the requirements, major responsibilities and duties of the above job description.

Staff Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated By:	Kathy Flournoy	Date:	11/19/21