


Position: INFANT TODDLER SPECIALIST	Effective Date: July 2019
Service Area: Administration	Revised:
Supervised By: Executive Director	Approval 
Classification: Administrative IV	Status: Full Time, 12-Mos, Eligible for Overtime Pay

Position Purpose: Coordinate child development, disabilities and transition services provided to children and families in the Early Head Start (EHS) Home Visiting Services and Head Start (HS) Center-Based Programming by serving as an active team member of the Early Childhood Education Services team (ECE). Provide training and technical assistance and monitoring for staff in the use of a developmentally appropriate, assessment-based curriculum. Monitor home-based services.

Qualifications

- BS Degree in Early Childhood Education or closely related field
- Supervisory Experience; Experience working with infants, toddlers and families

Essential Job Functions: *These functions are performed on a regular basis unless otherwise specified. Employees must be able to perform each of the below functions with or without reasonable accommodation.*

Physical Abilities: The actual physical activities of the position are too numerous to list, but would generally include, and not be limited to, the following:

- The ability to lift at a minimum 30 lbs, occasionally, during employment.
- Must be able to travel between the Central Office and Head Start Centers/offices, as well as other locations where Head Start services are provided, including, but not limited to, outside training locations.
- The ability to use technology and office equipment such as, but not limited to: computer system, telephone, voice mail, email, FAX machine, office copier.

Attributes: Must possess basic knowledge of spelling, grammar, mathematical and communication skills; cognitive abilities including, but not limited to: written comprehension, problem sensitivity, oral comprehension, speech clarity, and speech recognition.

Essential Job Functions Related to Working Conditions:

- Ability to use own vehicle for work related activities when agency vehicles are not available.
- Ability to work in a variety of environments including, but not limited to, offices, kitchens, playgrounds, classrooms, buses, community rooms and home environments of families, all of which may be air conditioned or heated.
- Ability and willingness to travel on a regular basis to, but not limited to, local, state and national destinations. Travel methods may include personal or agency vehicle, airplane or train.

Disclaimer: Nothing in this job description restricts the Administrative/Management Team's rights to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Standard Responsibilities

1. Embody the Mission, Vision, Core Principles and Core Values of Luzerne County Head Start (LCHS) according to the Strategic Plan of the agency.
2. Exemplify an attitude of cooperation and support as a member of the Head Start (HS) team.
3. Reflect a pleasant attitude that represents LCHS in a positive manner within the community at large and maintain a professional attitude to the staff, families and public at all times. Project the same positive manner while attending community activities, training functions, seminars and conferences.
4. Adhere to the following: the *National Head Start Act (12/2007)*, the *Head Start Program Performance Standards (HSPPS)*; *LCHS Personnel Policies and Practices Handbook*, *LCHS Operations Manual*, the *LCHS Integrated Service Plan* and the Pennsylvania State Standard System.
5. Comply with the LCHS Confidentiality Policies assuring that the program, children, families and employee records and information are protected at all times.
6. Adhere to attendance practices in being punctual and dependable on a daily basis.
7. Attend/participate in agency meetings, including, but not limited to: Pre-services, In-services, seminars and other meetings deemed necessary.
8. Serve as a Mandated Reporter of Child Abuse and Neglect as per the Federal Register, Head Start Program Performance Standards and the PA Child Protective Services Law and their amendments.
9. Keep updated the employee's own *Professional Development Record* to develop a professional record, plan a career path with LCHS, and create a record of individual professional accomplishments.
10. Adhere to agency practice in data management data collection for timely and accurate processing of agency information that will help LCHS to drive decisions in setting priorities and continuous improvement, ultimately providing more effective services for children and families. This includes checking one's own assigned Email on a consistent, regular basis.
11. Perform duties, other than those listed here, consistent with the position and responsibilities which are deemed necessary by the Executive Director in order to achieve the goals of the service area and/or help meet the HSPPS.

Essential Position Responsibilities

Administration

1. Develop and implement the agency Integrated Service Plan and Operations Manual for all EHS services.
2. Monitor the quality of service delivery according to the *Head Start Act*, *Head Start Performance Standards* and other applicable regulations.
3. Assist the Assistant Executive Director in developing and implementing Training Plans.
4. Provide training and technical assistance to EHS staff.
5. Provide recommendations for staff development during the annual Performance Appraisal process.
6. Participate in the hiring process of staff as needed who are assigned in the EHS program, including, but not limited to: Nurse Educators, Family Educators, and Program Assistant.
7. Assist the Assistant Executive Director in collecting data on children and families in the program and complete *Program Information Report (PIR)* annually according to federal regulations.
8. Serve as a resource for parents and staff.
9. Participate in Parent Committee, Policy Council, Health Services Advisory, Transition Advisory, or other committees as requested.
10. Assist in monitoring the service area budget.
11. Assist Assistant Executive Director in the development of forms to be used for programming purposes, and determine documentation to maintain compliance.
12. Prepare staff Monitoring Reports and submit monthly report to Assistant Executive Director
13. Establish and maintain a working relationship with community Early Intervention agencies and serve on the Local Interagency Coordinating Council (LICC).

Data Management: Collection and Data Entry

1. Adhere to policies and procedures for specific data management in all job responsibilities to perform accurate and timely input/retrieval/monitoring of specific data management systems, including, but not limited to: LCHS email systems, Google Drive/Google Docs, ChildPlus/HS program management software, etc.
2. Complete specific, assigned data entry duties as needed for tracking purposes per the established timeline. Enter necessary information into the data system for PIR at enrollment and end of enrollment and on an on-going basis as services occur.
3. Maintain accurate records as required and meet established time tables for record keeping and reports.

Early Childhood Development

1. Develop and implement child development, disabilities, child mental health, and transitions services.
2. Assist in selection and implementation of EHS curriculum, materials, and screening and assessment instruments.
3. Monitor development of Transition Plans and the quality of transition services for EHS children and families.
4. Select and purchase child development materials and supplies.
5. Provide information for parents and EHS Educators of children with disabilities on IDEA (Individuals with Disabilities Education Act), their "rights" advocacy, Early Intervention services, and transitions from EHS to Head Start or other appropriate placement.
6. Establish and maintain records on EHS children receiving EI services and on EHS/EI collaboration.
7. Research and analyze of latest trends and best practice issue for families with infants and toddlers to maintain program quality and best practice.

Family and Community Partnerships

1. Accompany EHS Family Educators/Nurse Educator on Home Visits periodically to ensure quality of services.
2. Assist EHS Educators in the development of plans for Socialization activities and monitor these activities for adherence to the *National Head Start Performance Standards*.
3. Review EHS family records, including screenings, assessments, Home Visit reports, Child Development Plans, IFSP/IEP, Transition Plans, and service tracking.
4. Develop and monitor a home visit tracking system.

Statement of Understanding and Agreement:

I (Print Name) _____ have reviewed the foregoing job description and have been given opportunity to ask questions about the terms of the position. I understand that my employment at LCHS is contingent upon my successful performance of the responsibilities outlined herein. I further understand that my employment with LCHS is "At Will".

I agree to follow and comply with this job description and all LCHS policies and procedures.

I acknowledge that I have received a copy of this job description.

Signature: _____ Date: _____