



Early Learning Coalition of Lake County

Child Development Coordinator

DEFINITION

The Child Development Coordinator reports to the Family Services Director and is responsible for the management of the child screening process, scoring and data entry of the Ages and Stage Questionnaire (ASQ), and provide technical assistance to early learning providers and parents.

ESSENTIAL JOB FUNCTIONS

- Prepare and manage electronic child files to include parental permission, age appropriate screening(s) with possible follow-up, and parent letters;
- Process child development screenings and record results into local database;
- Prepare and administer reports on screenings that are due and completed;
- Provide technical assistance to early learning providers with regard to how to complete required screening;
- Work closely with the Family Services Director to collect, compile, and analyze information pertaining to the overall implementation of the screening program;
- Assist the Infant Toddler/Pre K Specialist with short-term and long-term goals as related to student performance and outcome measures;
- Track required screening information;
- Process parent and provider letters;
- Report observations of abuse, licensing and discrimination according to state and the Coalition's policies.

OTHER JOB FUNCTIONS

- Attendance and participation in professional conferences, training, statewide and regional meetings, local Advisory Council meetings, and other related events;
- Work harmoniously with early education providers, Coalition members, school readiness agencies, and Coalition staff;
- Other duties or responsibilities as assigned.

QUALIFICATIONS

Ability to:

- Collaborate with caregivers, professionals, and agencies to support children's development and learning;
- Administer and interpret the Coalition approved screening instrument for children - Ages and Stages Questionnaire (ASQ);
- Interact productively with colleagues, parents, and children;
- Use available resources to better understand and meet the needs of children and their families;
- Adapt to the cultural differences of families;
- Support families' choices in the development of goals and strategies.

Knowledge of:

- Trends and issues in early childhood education and early intervention;
- Similarities and differences of individuals with and without learning needs;
- Evidence-based practices for specific characteristics of learners and settings;
- Different ways of learning of children with learning needs, including those from culturally diverse backgrounds and strategies for addressing these differences;
- Basic classroom management and strategies for children with learning needs.

EDUCATION AND EXPERIENCE

Child Development Associate (CDA) or Degree in Early Childhood Education, Preference will be given to individual with special education experience or experience with child screening or assessment administration. Candidates will have a minimum of 3-5 years of experience working directly with young children. Qualified candidates will possess excellent oral and written communication skills and must also possess strong organizational skills.

TRAVEL

May be required to use his/her personal vehicle for out-of-office travel, and is reimbursed for such use at the prevailing rate. Proof of current auto insurance required.

BACKGROUND CHECK

A local and state FDLE background check will be completed. ELCLC is a drug-free workplace. Drug screening may be required prior to employment.

WORK SCHEDULE

40 hour work week. Days and times may vary dependent upon the needs of the program.

PHYSICAL REQUIREMENTS

Must be able to lift up to 25lbs in order to meet the day to day requirements of the job. Must be able to sit for long periods of time with occasional times of standing and/or walking.