



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

METROWEST YMCA JOB DESCRIPTION

Job Title: Inclusion Specialist – Early Learning

FLSA Status: Full-Time Hourly

Reports to: Director of Inclusion

Location: Framingham, MA

Salary: \$25.00 to \$30.00 per hour based on experience and qualifications

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. This position collaborates with the Education team from the Y and other partners as well as families to identify and support children who may require special and individualized assistance. The Inclusion Specialist focuses on the children and families in the Early Learning Center to provide consultation, observation, direct support, concrete strategies and tools to Y educators and serves as a Y liaison for children and their families in coordinating care and interventions with schools and other support services. Desired personal qualities include understanding and open-mindedness, flexibility, warmth and a passion for working with children and families, both independently and in a team environment.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Work directly with educators and families in the Early Learning Center including Partnerships for Early Learners to support children, especially those with high needs through individual and small group interaction as well as full classroom engagement. Communicate developmental, physical or behavioral concerns based on interactions, observations and working with classroom staff to caregivers in a strength-based capacity.
- Review enrollment documentation and work to complete pre-screen visits/discussions calls with families of children who may require additional support prior to the child's first day. Arrange family meetings as needed to discuss concerns, available resources, and determine action plans.
- Provide resources and referrals as needed to assist families and children with both simple and complex needs including those seeking behavioral health support outside of school as well as those transitioning into or out of the ELC.
- Develop Individual Child Plans (ICP) for children with high needs that are personalized and specific not only to their needs, but also to the classroom environment and educator team. Work collaboratively with the educators to determine what additional resources need to be created and provide coaching on the strategies outlined in the plan. Through regular check-ins with the educators and families, monitor for progress and adjust the ICP where needed.
- Create relevant resources for all classrooms to support diverse needs and learning styles, including multi-sensory, age-appropriate Inclusion Kits for all classrooms and coach teaching teams on how to effectively use them to support diverse needs of all children.
- Develop and deliver an academic, behavioral, social and emotional curriculum that is age appropriate and progressive for all 8 classrooms. Model strategies used throughout the lesson to further staff development of SEL and monitor ongoing implementation of these preventative techniques throughout the school

year. Provide educators with coaching, guidance, and implementation of SEL curriculum support as needed for “classroom management” best practice.

- Work with Director of Early Learning to identify professional development needs for staff. Provide links for virtual training sessions based on research and credible findings. Create ELC specific trainings to present during professional development days and monthly staff meetings
- Monitor all incoming Incident Reports through an online system ensuring each one is communicated to the guardians and all necessary staff in a timely manner. Update student profiles with copies of all family communications, including incident reports, to maximize cross-departmental communication and tracking.
- Communicate weekly Inclusion updates to ELC leadership team. Provide updates on concerns, services, parent meetings, ICP's, strategies, successes and any other pertinent information on all children with additional needs in each classroom.
- Maintain open communication with outside providers to maximize consistency and support for any ELC children who receive additional services.
- Work with Director of Inclusion to conduct child interviews if any concerns arise relating to child protection and support additional steps as needed.
- Provide direct support and coverage as needed and appropriate.
- Develop and maintain positive, open communication between children, families, partners, and Y team members.
- Foster and maintain positive relationships with children, families, and other staff. Model positive reinforcement and relationship building skills in all interactions.
- Work well independently and on a team
- Implement program activities that are culturally relevant, developmentally appropriate, and consistent with CFCE, PEL and Y guidelines and priorities.
- Complete YMCA administrative tasks as assigned.
- Follow YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, emergencies, and safety and cleanliness standards.
- Complete other duties as assigned.

YMCA COMPETENCIES:

- Building Relationships
- Collaboration
- Inclusion

QUALIFICATIONS:

- At least two years of experience with children before they start kindergarten and their families in a licensed early childhood or clinical setting including background, training, and experience supporting children and families with complex needs with complex needs, deep understanding of trauma informed care, and skills in identifying and working to engage and support at-risk children and/or families.
- Bachelor's degree in ECE or a related field or equivalent is required along with a commitment to ongoing professional development.
- Ability to work collaboratively with other community agencies on behalf of clients and/or the Y.
- Compliance with EEC (Department of Early Education and Care) licensing regulations.
- Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community while developing positive and authentic relationships.
- Ability to effectively organize time and responsibilities; excellent written and verbal communication skills; basic computer skills (Microsoft Word, email, etc.).
- Bilingual Portuguese/English or Spanish/English a plus.

ABUSE RISK MANAGEMENT:

Employees who directly supervise youth will:

- Adhere to policies related to boundaries with youth.
- Attend required abuse risk management training.
- Adhere to procedures related to managing high-risk activities and supervising youth.

- Report suspicious or inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee needs sufficient strength, agility and mobility to perform essential functions, to safely engage with children, and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device

Signature

Date

Printed Name