



<b>Job Title</b>	Child Development Specialist (CDS)	<b>FLSA Status</b> <b>DOL Status</b>	Non-Exempt Full-Time
<b>Program/Department</b>	Early Childhood Services	<b>Supervisor Responsibilities</b>	No
<b>Reports To</b>	Community Manager/Community Director	<b>CEO Approval Date</b> Previously Instructional Coach	12/17/2021
<b>Work Schedule</b>	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		

**Must pass required background check, and meet TB and Physical requirements**

**POSITION OVERVIEW**

The Child Development Specialist (CDS) supports instructional implementation per Center of Excellence recommendations, in alignment with Conscious Discipline principles, to support EHS/HS staff in facilitating the participation and inclusion of all children in the classroom. The CDS collaborates closely with the Infant and Early Childhood Mental Health (IECMH) Clinician to bridge guidance for continuous improvement of interactions supporting relational health and well-being for children and teachers. The CDS collaborates within a multi-disciplinary team to support early childhood best practices in sustaining developmentally sensitive, relationship-focused, hope centered and trauma informed service delivery. The CDS guides and monitors the consistent use of data in support of improving services and outcomes for children and families.

All Sunbeam employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and perform in accordance with Sunbeam's standards of excellence at all times.

**ESSENTIAL FUNCTIONS**

- Support and individual the physical, social-emotional, and cognitive development of each child in the classroom.
- Demonstrate capacity for providing developmentally sensitive, evidence-based, hope centered and trauma informed practice services and leadership.
- Exemplify the values expected within the program, and promote the mission of the organization.
- Coach teaching staff in effective translation and delivery of evidence-based curriculum concepts, resulting in individualized, developmentally appropriate progress toward school readiness goals.
- Assist with curriculum individualization for all children, including for the specific needs of children with disabilities identified in their IDEA service plans (Individualized Family Service Plans (IFSP) / Individualized Education Programs (IEPs)).
- Develop individualized coaching goals to improve effective teaching practices utilizing a research-based, coordinated coaching strategy.
- Spend majority of time daily engaging in classroom observation of teaching teams; modeling, assessing, and monitoring teacher progress toward individualized goals.
- Monitor the accurate and timely completion, and ChildPlus entry, of the Head Start Program Performance Standards (HSPPS) required on-going 45-day developmental screening/re-screening/referral process, and other required documentation.
- Assure required individualized instruction documentation is completed promptly for all children.
- Track progress of children with disabilities toward their individualized IFSP/IEP goals over time.
- Support teaching staff in educational home visits, promoting home-school connection.

- Monitor, analyze, and use curriculum-based assessment and outcome reports and data (via the FCR process) to plan and individualize instruction, resulting in measurable child progress toward developmentally appropriate school readiness goals.
- Facilitate regular meetings/staffings to engage in intentional and collaborative problem solving with the Mental Health-Family Support-Education multi-disciplinary team.
- Collaborate with IECMH clinicians to support consistent integration and individualization of Conscious Discipline in daily classroom interactions and activities.
- Assist in the development and implementation of social-emotional success plans for children with higher/special needs that enable increased success in classroom and home environments.
- Provide inter-disciplinary trainings for staff, parents, and families.
- Administer the CLASS assessment with fidelity and participate in feedback loop to improve teacher/child interactions via coaching.
- Respect the confidential nature of Personally Identifying information (PII) that is shared.
- Ensure that all reports and records are maintained accurately and promptly complying with HIPAA and FERPA protected information mandates.
- Represent Sunbeam in community collaborations and events as directed by supervisor.
- Promote culturally sensitive practice.
- Promote, encourage, and display examples of leadership with clients, co-workers, and community.
- Travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by supervisor, CoE Directors, Senior Program Director, and Chief Program Officer.

## JOB QUALIFICATIONS

	Minimally Required	Preferred
<b>Education</b>	Bachelor's degree in Early Childhood Education or related field of service.	Master's degree in Early Childhood Education
<b>Experience</b>	Five (5) years of experience working in early child care and education	Direct classroom experience with birth to three (3) years  Experience working in Early Head Start/Head Start
<b>Skills Knowledge Abilities</b>	Caring and compassionate attitude when interacting with and caring for children and families.  Interpersonal skills including collaboration and work within multi-disciplinary teams.  Good organizational and time management skills  Excellent command of English language and grammar, both verbal and written.  Intermediate knowledge of computer operations and applications, including Microsoft, and the ability to master other computer technology/software programs as needed.  Communicate in a professional manner, demonstrating	Knowledge and understanding Performance Standards (HSPPS) and DHS childcare licensing requirements.  Knowledge and understanding of Child Plus  Advanced Microsoft application knowledge and skills  Bilingual Spanish/English speaking ability to interact

	<p>dignity and respect for our internal, external and community members.</p> <p>Process, protect and exercise discretion in handling confidential information and materials</p> <p>Willingness to work with high-risk, low-income communities</p> <p>Local travel required. Must have valid Oklahoma driver's license and insurance as required by the position</p>	<p>with children and families from multilingual homes.</p>
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**WORKING CONDITIONS**

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. The employee must also be able to interact closely and safely with small children in various positions. Must be able to communicate verbally with children, able to perform tasks such as feeding children, changing diapers, lifting children from floor or other surfaces. Must be able to endure remaining in stationary position for extended periods (up to 50% of workday). Occasionally must be able to move or lift up to 50 pounds at a time. Must be able to detect, discern, distinguish, observe, inspect and compare.

Work Environment

The employee will work in an office and school environment, and may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic, characteristic to working with children ages 0-5 years. Employee must expect exposure to strong odors such as soiled diapers and clothing, and poor hygiene. Employee may come into contact with childhood diseases and blood on occasion.

Vaccination:

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective

Other

If not current open hire, employee must obtain the Classroom Assessment Scoring System (CLASS) observational assessment tool reliability within six (6) months of hire.

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to

change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.**

**SIGNATURE**

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name	
Employee / Candidate Signature	Date: