

## Child Development/Special Needs Manager, Birth-Five

### Job Description

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Department:	Child Development/Special Needs
Reports To:	Deputy Director
Direct Report(s):	yes – 5.0 FTE
FLSA Status:	Exempt – \$26.56 p/hour to \$28.59 p/hour - DOE

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### Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

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### Essential Attributes

- Opportunity to demonstrate adaptability by embracing change as an opportunity for improvement, not a barrier. Is adaptive to changing requirements within the field of Early Childhood Education, is a problem-solver who can modify to meet the needs of each child, and is flexible to adjust to Denise Louie's fast-paced environment.
- Opportunity to demonstrate motivation by seeking out new opportunities to improve and enhance the program in alignment with Denise Louie philosophy of education. Takes the initiative to identify and address opportunities for professional development.
- Opportunity to display excellent communication skills by articulating ideas and opinions in a clear, concise and persuasive manner to families, children, and staff. Is positive, open to receive and provide constructive feedback, and provides accurate information to families regarding their child's development.
- Opportunity to demonstrate accountability by taking on and meeting commitments even when faced with obstacles and challenges. Takes ownership and is reliable, meeting both individual and agency goals on time.
- Opportunity to display respect by communicating with children, staff, families, and the community with openness, honesty, and sensitivity. Demonstrates the ability to listen to other perspectives, support children on their individual growth plans, and manage behavior with positive guidance techniques.
- Opportunity to display passion for the community served, the mission and values of Denise Louie. Will work with heart and dedication to support children in reaching their highest potential.
- Demonstrated ability to maintain positive, compassionate, empathetic, and respectful working relationships with families, children, and employees from diverse cultural backgrounds.
- Proactively seek new opportunities to learn, develop new skill-sets, and stay current within the changing landscape of Early Childhood Education.

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### Skills, Competencies and Experience

- BA or above in Early Childhood Education, Special Education, Counseling, Education, or related field.
- Two years' experience in providing child development, counseling, special education or related services.
- Valid Washington State driver's license and daily access to a personal, legally licensed vehicle with proof of current automobile insurance.
- Ability to work flexible schedule, including evenings and weekends as required.
- Excellent oral and written communication skills.
- Excellent organizational and time management skills.
- Those skills and abilities which meet generally accepted levels of management; including professionalism, monitoring, organization, analysis, and presentation.
- Knowledge of community resources available to low income adults and English as a second language adults.
- Bilingual in English and language(s) as determined as needed by DLEC preferred.
- Collaborating with deputy director and teams to create a seamless birth to five organization.

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### Accountabilities

- Establish, implement, and maintain a process for recruiting and enrolling into DLEC programs children and their families with identified or suspected special needs and mental health concerns.
- Establish, implement, and maintain a process for reviewing intake information, EPSDT's, dental exams, and all other DLEC forms to identify and follow-up on children with diagnosed or suspected special needs/mental health conditions.
- Facilitating and supporting the process by which children with identified and/or suspected special needs/mental health concerns can be assessed and receive services.
- Establishing a working relationship with early intervention service providers and Seattle Public Schools (SPS) to establish a process for assessment referrals and quarterly reporting on intervention services provided.
- Assist staff and parents in on-going education and training in areas of child development, special needs, and parenting education. Provide current educational materials, respond to training / mentoring requests.
- Coordinate with mental health consultant for mental health evaluations and classroom observations. Establish a regular schedule of follow up to identify and refer children with developmental or behavioral concerns.
- Adhere to all city, state, federal, and Early/Head Start/Step Ahead requirements relating to program operation.
- Work as part of the DLEC operations team that includes demonstrated use of generally accepted levels of management; including professionalism, monitoring, organization, analysis, and presentation.
- Assisting in the selection, formulation, and dissemination of materials related to child development.
- Coach home visitors and teachers on all child development issues, concerns, and questions.
- Assist home visitors in analyzing child outcomes data and other data to individualize for the child/family.
- Monitor and track all child goals for appropriateness and completion.
- Aggregate child outcome data for program outcomes and school readiness reporting.
- Assist with outreach to community health and birth to three providers for recruitment of Early Head Start children.

- Ensure that all required screenings and assessments are completed within the timeframe set by the Early/ Head Start standards. Coordinate with home visiting staff and teachers to review screening information with parent.
- Ensure that screening and assessment data is correct, complete, and entered into the data system in a timely manner.
- Coordinating the disabilities family review with the teacher/home visitor, nurse, health coordinator or special services provider and parent. Ensure accommodations are made (if necessary) for child and parent to participate in socializations.
- Review child files/data system to ensure follow up care for children with special needs is provided and documented.
- Review child files/data system to ensure evaluations of referral agencies and services received is documented.
- Provide weekly reports on disabilities status of children and families including analysis and recommendations for follow-up or training.
- Ensure documentation of in-kind services provided in the delivery of special services.
- Generate regular and end of year program information reports (PIR).
- Provide supervision and direction to Positive Behavior Support Coordinator and Child Development Coordinator.
- Train all staff on screening and assessment tools.
- Provide training to staff and ensure implementation of all behavior plans.
- Become certified as an instructor for Handle with Care. Provide instruction on the use of Handle with Care.
- Work in the classroom to provide coverage if needed and to model behavioral strategies using Conscious Discipline.
- Coordinate all Handle with Care meetings with parents, classroom staff. Provide training on Handle with Care for parents.
- Coordinate and Lead Circle of Security parenting classes.
- Conduct video observations of preschool children in the classroom, debrief with classroom team and create individualized curriculum or behavior plans.
- Facilitate the transition process for children exiting Early Head Start.
- Facilitate the coordination between the developmental preschool services and DLEC preschool services when children participate in both programs.
- Provide input at class placement meetings.
- Other duties as assigned.

**APPLICATION PROCESS:**

To apply, please visit our website at [www.deniselouie.org/careers/](http://www.deniselouie.org/careers/) and complete an application. Be prepared to upload your cover letter, resume and other information from past and current employers. Applications will be reviewed as they are received. Thank you.