



## United 4 Children Job Description

Team: Programs

Reports to: Inclusion Director

Title: Inclusion Specialist **Western Region of MO**

Salary Range: Starting at \$35,000 - \$40,000 dependent on experience, with opportunities to grow over time and with proven success

### Summary of Programs

All programs at United 4 Children use evaluation and assessment, education, and coaching to empower caregivers to nurture whole-child development through early childhood and afterschool programs. We strive to achieve the following outcomes.

1. Children are welcomed in accessible childcare settings and supported with their unique needs.
2. Early childhood educators are empowered to implement high quality care for children birth through third grade.
3. Communities, families, and early childhood educators understand and are equipped to nurture whole child well-being and development.

Our clients are early childhood educators, families, children, and the communities they are in. We serve the states of Missouri and Illinois, and each team member is responsible for a geographic region and caseload.

### Summary of Position

The Inclusion Specialist for the **Western Region of Missouri** ([map of state regions](#)) will work collaboratively with the state-wide Inclusion team to support children with disabilities and challenging behavior in being successful in early childhood classrooms. Working collaboratively with the family and childcare programs a successful candidate will provide resources, referrals, professional development, and coaching. Connections with the families, care providers, and early childhood resource and referral partners in service delivery area will be built through relationships, using an equity lens, and working toward solutions that help children and families be successful.

***This is a remote position and candidates must be able to maintain a home office. Travel through the service delivery region of St. Louis is required.***

### Core Values

The core values of United 4 Children steer all the work that we do. It is expected that employees commit to these values.

#### *Community*

- Everyone has an opportunity to participate.
- Actively engage during and after-both internal and external meetings.

### *Trust*

- Work to build mutual trust through respectful relationships.
- Join your stretch zone.

### *Equity*

- Listen, ask, clarify.
- Practice self-awareness.

### *Empathy*

- Find positive intent and respect one's feelings.
- Check on your teammates.

## **Required Quality Commitments**

- Commitment to modeling United 4 Children's Core values
- Desire to ensure that every child has the foundation to thrive
- Ability to work on multiple teams
- Collaborate internally and externally
- Adeptly use organizational systems and technology to track data and communicate internally and externally, for example usage of Office 365
- Demonstrate commitment to meeting deadlines and being accountable
- Showcase integrity by following through with your commitments
- Commit to personal and agency professional development
- Champion the mission and vision of United 4 Children professionally and personally
- Follow ethical standards and confidentiality
- Professionally represent United 4 Children at internal and external meetings and events
- Uphold mandated reporting requirements
- Pro-actively communicate to team when changes are needed
- Showcase desire to take initiative and work independently
- Demonstrate ability to work in person and virtually

## **Required Workplace Commitments**

### *Travel*

- Travel between home, office and designated childcare centers and/or homes throughout the designated service delivery area
- Travel may include regional and national meetings and conferences
- Have valid driver's license, reliable personal transportation as needed, and carry automobile insurance with the required level (\$300,000/\$100,000) of liability insurance

### *Home Office*

- Have ability to work away from the St. Louis office - a computer will be provided
- Provide immediate supervisor an anticipated schedule of work with updates as needed
- Be available for agency needs during the open hours of United 4 Children

### *Physical Requirements*

- Be able to physically maneuver through an early childhood classroom in such a way as to make unobtrusive observations
- Must be able to interact with children at their level
- Some standing is required
- Minimal lifting is required

**Required Responsibility Commitments**

- Develop and maintain relationships across teams at United 4 Children
- Develop and maintain relationships with clients- childcare program staff, children, families, and the community
- Develop and maintain relationships with partners- service agencies
- Adhere to United 4 Children requirements of service delivery
- Adhere to program specific grant and deliverable requirements
- Attend required meetings
- Maintain account on Missouri Workshop Calendar with your United 4 Children email address
- Track and enter data on designated platform(s)
- Submit reports and data as outlined in program requirements
- Follow agency financial standard operating procedures
- Work with team to plan and submit appropriate development and public relations content
- Stay informed of current research and trends related to child development
- Model United 4 Children implementation priorities of: The Teaching Pyramid and Conscious Discipline
- Provide strategic planning support through feedback and implementation
- Other duties as assigned

**Required Experience Commitments**

- A minimum of a Bachelor's degree in early childhood education, early childhood special education, special education, child development, elementary education, child psychology, or closely related field **and** 3+ years working in an educational program (graduate work can be substituted for up to one year of experience)
- Desire to maintain a minimum of 18 hours of personal professional development annually
- Ability to pass a Family Care Service Registry screening
- Development of skills while working with diverse populations
- Successful implementation of trauma informed strategies
- Diligent use of a justice, equity, and inclusion lens when working with self and others
- Successful at working in multiple teams simultaneously

**Estimated Time Commitments**

- Some evenings and weekends required
- The chart below is based on monthly *estimates*
- Complete other duties as assigned

**Inclusion Specialist**

Activity	Deliverables	Percentage of time	Hour breakdown
Agency Activities	<ul style="list-style-type: none"> <li>• Attend and participate in meetings, communicate key information to clients as needed- All Staff, and Consultant Business</li> </ul>	3%	5.1

	<ul style="list-style-type: none"> <li>Promote activities related to Justice, Equity, Diversity, and Inclusion and Design Team</li> <li>Support agency fundraising events</li> <li>Participate in professional development</li> </ul>		
Evaluation/Assessment	<ul style="list-style-type: none"> <li>As a team deliver services that achieve: <ul style="list-style-type: none"> <li>Inclusion <ul style="list-style-type: none"> <li>Children maintain placement at or above 80%</li> <li>Training demonstrates an average of 40% increase in knowledge annually</li> <li>Classroom Action plan tracking</li> <li>Child specific assessments</li> </ul> </li> </ul> </li> </ul>	5%	8.6
Education	<ul style="list-style-type: none"> <li>As a team deliver services that achieve: <ul style="list-style-type: none"> <li>Inclusion <ul style="list-style-type: none"> <li>Provide a minimum of 264 hours of training to providers</li> </ul> </li> </ul> </li> </ul>	33%	57.1
Coaching	<ul style="list-style-type: none"> <li>As a team deliver services that achieve: <ul style="list-style-type: none"> <li>Inclusion <ul style="list-style-type: none"> <li>Provide general classroom support for teachers trying to include children in care</li> <li>Provide child specific support to children with special needs and challenging behaviors</li> </ul> </li> </ul> </li> </ul>	21%	36.3
Data, reports and office work	<ul style="list-style-type: none"> <li>Provide data for program planner</li> <li>Complete required grant reporting</li> <li>Complete required agency reporting</li> <li>Maintain appropriate files and data</li> <li>Collaborate with Development department on grants and marketing of program</li> <li>Utilize O365 communication for internal and external communication in a timely manner</li> <li>Follow accounting procedures to support non-personnel direct budget tracking and purchasing</li> </ul>	10%	17.3

Strategy meetings	<ul style="list-style-type: none"> <li>Attend and participate in meetings, communicate key information to internal/external teams- Program check ins, team meetings, DHSS, Regional Coordination/Collaboration</li> </ul>	3%	5.1
Relationship building	<ul style="list-style-type: none"> <li>As a team deliver services that achieve:</li> <li>Inclusion <ul style="list-style-type: none"> <li>Operate a referral line for finding childcare for children with special needs and challenging behaviors</li> <li>Maintain resources for families within service delivery areas</li> <li>Build and maintain relationships with service providers and referral agencies in service delivery areas</li> <li>Build and maintain relationships with child care providers in service delivery areas</li> </ul> </li> </ul>	5%	8.6
Events	<ul style="list-style-type: none"> <li>Support and participate in planning and delivery of required program events: booths at conferences, fairs, etc.</li> <li>Support the U4C annual conference</li> </ul>	10%	17.3
Paid time off	<ul style="list-style-type: none"> <li>Approved leave</li> </ul>	10%	17.3
Total		100%	172.7 out of 173.3

### To Apply

Applications accepted until January 21, 2022. To apply for this position please send resume and cover letter to [ziege@united4children.org](mailto:ziege@united4children.org).

***U4C is an equal opportunity employer. Reasonable accommodation will be made for otherwise qualified individuals with a disability.***

In accordance with applicable law, discrimination is prohibited against any applicant or employee based on any legally-recognized basis, including, but not limited to: race, color, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status or any other status protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

United 4 Children will provide reasonable accommodation for otherwise qualified individuals with a disability. U4C will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

United 4 Children is also committed to not discriminate against any qualified employees or applicants because they are related to or associated with a person with a disability and will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law.

United 4 Children will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible.