



## Quality Care for Children Child Care Resource and Referral

It is the policy of Quality Care for Children that all employees shall receive an equal employment opportunity without regards to race, color, religion, veteran status, sex, national origin, age, marital status or disability in employment.

**Job Title:** Bilingual Child Development Specialist (English/Spanish)  
**Department:** Child Care Resource and Referral  
**Supervisor:** Director of Family Child Care Services  
**Salary:** Based on experience – Salaried, Exempt

### **Position Summary:**

The Child Development Specialist provides technical oversight to 10 – 15 family child care homes/group homes with up to 40 children. The Specialist works closely with the providers ensuring and supporting quality infant toddler care giving, programming to meet Early Head Start Performance Standards and full implementation of FCCERS and Desired Results System of Accountability and continuous improvement. The Specialist provides educational/technical support to child care providers and facilitates the transition of children entering or leaving the FCCH to another program. The Specialist supports Family Child Care providers in parent conferencing and working with the early intervention community.

### **Specific Responsibilities:**

- Provides education assistance to the Family Child Care providers to assure they meet Head Start Performance Standards and best practices
- Assists Family Child Care providers in providing a developmentally appropriate curriculum to Early Head Start children
- Assists in developing goals that meet standards for the physical learning environment as follows: (a) in acquiring equipment and materials; (b) in organizing learning centers; (c) in room arrangement; (d) in daily schedules
- Assists providers in developing goals for assessment of children's progress, including health and disabilities. Assists providers in developing goals for family involvement. Assists providers in developing goals for nutrition, including family style meals
- Maintains contact notes on visits to the providers
- Assists with collecting monthly attendance forms for reimbursement, including other forms as necessary
- Assists with monthly training provided to child care partners
- Assists providers in conducting periodic, developmental assessments of children (from birth through age three) using the DRDP for Infants/Toddlers, FCCERS, and ASQ assessments to enhance the developmental potential of children
- Assists in the selection, preparation, and distribution of materials on child development, parenting, behavior, and developmental milestones to enhance the purpose of this program
- Provides in-service training in the areas of child development, parenting, behavior, and developmental milestones to staff at the Early Head Start family child care homes



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- Coordinates with the Early Head Start Multi-Disciplinary team to develop treatment plans or referral for Special Education services as needed
- Facilitates transition services between early care providers and preschool programs. Ensures compliance with Title 22 regulations, and apply mandatory reporting of child abuse and neglect behavior
- Performs other duties as assigned by Supervisor

### **Qualifications:**

- A Bachelor's Degree in Early Childhood Education, Child Development, or equivalent and previous child care experience
- Must have knowledge and experience in areas that include theories and principles of child development
- Have an understanding and knowledge of the Family Child Care standards, Head Start Performance Standards, and other Early Head Start regulations
- Proficiency in English and Spanish
- Knowledge of community-based social service organizations and agencies
- Ability to interact effectively with Family Child Care providers, parents, children, staff, and the public in a multi-ethnic environment
- Must be comfortable working with diverse ethnic, racial, and religious backgrounds of the communities and must be able to effectively communicate with children and families of the community
- Experience working with a Head Start or Early Head Start program preferred
- Possess a valid Georgia Driver's License and have access to an insured motor vehicle
- Must be willing to work outside of traditional work hours (evenings/weekends)
- Must be able to lift 50 pounds and sit on the floor and interact with children