



**HEAD START OF YAMHILL COUNTY**  
**1006 NE 3<sup>RD</sup> STREET (SUITE A), MCMINNVILLE, OR 97128**  
**POSITION DESCRIPTION**

<b>Revision Date:</b> 12.13.21	<b>Position Number:</b> HSYC -21-12-TODDSPEC	<b>FLSA Status:</b> Non-Exempt
<b>Position Title:</b> Toddler Specialist	<b>Pay Range:</b> dependent on education & experience 12 month 40-hour weekly position	
<b>Reports to [Job Title &amp; Division/Department]:</b> Education Coordinator	<b>Positions Supervised:</b> None	

**GENERAL DESCRIPTION:** This position will provide individualized and small group support to Early Head Start and Head Start classroom staff who work with toddlers and younger preschoolers (18-40 months developmental range). In addition to classroom mentoring, the Toddler Specialist will facilitate TLC (Teachers Learning and Collaborating) groups with all Early Head Start classroom staff and Head Start Duration staff in the summer months. TLC groups focus on the Collaborative Coaching Partnership which use shared goals/action planning, focused observation, and reflection/feedback cycle as a tool to improve upon teaching skills. Mentoring and coaching efforts will be focused in curriculum implementation, classroom management, and developmentally appropriate practices that align with Head Start of Yamhill County philosophies and expectations.

**ESSENTIAL JOB DUTIES:**

1. Mentoring classroom staff in the areas of classroom environments, challenging behaviors, developmentally appropriate practices, and all domains of child development and early childhood education. Mentoring strategies include: observation, modeling, side by side support, environmental arrangements, reflective conversation, and problem solving discussions.
2. Facilitate Teachers Learning and Collaborating groups with all Early Head Start Classroom Staff and Duration Staff (during summer months) using the PBC (Practice Based Coaching) cycle.
3. Supporting & mentoring classroom staff at all sites with toddlers in group situations.
4. Maintain tracking system to document mentoring efforts, feedback, and goal setting by education staff.
5. Use reflection strategies when communicating and providing feedback about observations, needs assessments, and goal setting.
6. Coaching staff to promote parents in their parenting role as their child's first teacher and building on that relationship to enhance parent-child attachment.
7. Collaborating with all HSYC Coaches in conjunction with the Education Coordinating Team in order to develop cohesive coaching supports.
8. Collaborating with Education Leadership Team and Early Head Start Coordinator in development and implementation of professional development plans and opportunities for classroom staff.
9. Assisting Specialized Services Coordinator in supporting staff to meet the needs of children with mental health and disabilities concerns.
10. Assisting Education and Specialized Services Coordinators with transition processes as needed.

11. Modeling direct, positive, honest, and respectful behavior in every aspect of work with children, families, staff, and community members.
12. Become trained in, and support and model, TCIT PRIDE skills when interacting with children
13. Other duties as assigned.

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

1. A.A.S. in Child Development, Early Childhood Education or a related field preferred.
2. Five years' experience in working with preschool children in a classroom setting required.
3. Experience mentoring classroom staff preferred.
4. Previous experience working with at risk families and children preferred.
5. Experience, understanding, and implementation of Creative Curriculum preferred.

**MINIMUM QUALIFICATIONS:**

1. Possess strong knowledge in the areas of child development, classroom management, developmentally appropriate practices, and early childhood education with an emphasis in 0-36 months.
2. Experience mentoring staff in a classroom setting and facilitating professional development of adult learners.
3. Valid Oregon driver's license and appropriate auto insurance, as required by state law.
4. Understands and demonstrates ethical practices as listed in the NAEYC Code of Ethics.
5. Must be free of childcare-restrictable disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children
6. Maintain confidentiality and exercise sound judgment concerning privileged information
7. Demonstrate ability to use positive guidance techniques (PBIS) and reflective conversations with co-workers.

**COMMUNICATION SKILLS:**

1. Able to effectively communicate positively, respectfully, sensitively, and confidentially with children, families, and co-workers
2. Represent the organization to the public in a professional manner
3. Ability to read, speak, and write with proficiency in English language
4. Bilingual/ Bi-literate English/Spanish preferred
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children, staff and families
7. Ability to participate in effective conflict resolution practices

**CERTIFICATE, LICENSES, REGISTRATIONS:**

1. Registration and approval to work in a childcare facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check.

2. Pre-employment physical and throughout employment
3. Self-Health Appraisals throughout employment
4. Complete the Head Start 101 and Human Resources trainings
5. Obtain Food Handler's certification within 30 days of hire
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire
7. Obtain the Prevention is Better Than Treatment Certificate within 30 days of hire
8. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 90 days of hire
9. Obtain the CPR/1<sup>st</sup> Aid Certification within 90 days of hire.
10. Enrollment in Oregon Registry Online
11. Willingness to participate in a minimum of 15 clock hours of professional development training, per year.
12. Valid vehicle insurance, as required by state law.
13. Become Teaching Strategies Gold Reliable within 90 days of hire
14. Participate in CLASS Observation Training
15. Participate in TCIT PRIDE Skills Training

**Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.**

#### **ADDITIONAL RESPONSIBILITIES:**

1. Willingness to substitute in Early Head Start Toddler Classes as needed in order to maintain staff to child ratios
2. Ability to be on-site during all Early Head Start Toddler Classes
3. Ability to train and coach education staff on toilet training practices
4. Willingness to support children in toileting needs and progression towards self-help skills
5. Willingness and ability to work with special populations: children with special needs, children who've experienced trauma, and children with challenging behaviors
6. Receive and participate in reflective supervision process
7. Familiarize self with, and participate in, the training and implementation of HSYC's adopted curriculum (Creative Curriculum), assessments, materials, and strategies.
8. Aide in the development of an age-appropriate schedule, daily program and curriculum for young preschool children
9. Aide in assuring that the classroom is supplied with necessary supplies and materials and assume responsibility for use of space, materials, and equipment
10. Aide in assuring that resources are used effectively
11. Aide in teaching problem solving and social emotional skills to children
12. Daily feedback and reflection of effectiveness of classroom environment, curricula, and teaming
13. Maintain confidentiality in all areas of the program including staff, program, child, and family information
14. Develop and encourage relationships (teacher-child, staff-parent, parent-child) based on strengths, respect, and trust.
15. Maintain a professional demeanor as a representative of the organization
16. Ability to relate positively with children and adults
17. Ability to travel to out-of-town training sessions and overnight meetings as required
18. Ability to work under stress and be flexible
19. Demonstrate ability to work as a team member

20. Demonstrate positive guidance techniques with children at all times and model those techniques for families

**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. While performing the duties of the job, employees will be required to:

1. Frequently required to sit on the floor for long periods of time
2. Bend; stoop; crawl; play
3. Run after and with children on a regular basis.
4. Lift up to 80 pounds with assistance.

**MENTAL DEMANDS:**

1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Ability to use good judgment with at-risk client populations.

**WORK ENVIRONMENT:**

The work environment characteristics 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:

1. Exposure to outside weather conditions (including driving to centers)
2. Exposure to Indoor environments
3. Exposure to wet and/or humid conditions due to outside weather conditions

**CONFIDENTIALITY:**

This position respects the confidentiality of information about Head Start enrolled children and families, agency, staff, personnel issues and other program operations.

**I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.**

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Signature

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Date

**The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.**