



A National Model of Excellence in Toddler, Preschool, and School-Age Care and Education

APRIL 2024

JOB ANNOUNCEMENT: Child Development Specialist

Qualifications

Masters in Education, School Psychology, Developmental Psychology, Special Education, or Social Work.

Experience with young children, infants through school-age children, in education and child care settings. Strong experience with infants and toddlers preferred.

Demonstrated capacity to work with diverse populations of children, families, and parents.

Work Schedule

Average of 25 hours per week, usually three full days per week, collaborating with the other child development specialist.

Mission

Children's Village is a non-profit that provides early childhood education and school-age academic enrichment distinguished by excellence and family diversity. Working together with children, parents, and the community, we promote a society that is fair, compassionate, and economically vibrant.

Job Summary

This non-exempt, hourly position is responsible for identifying, promoting, and supporting the optimum mental, intellectual, and emotional health of the children, families, and staff of Children's Village.

TO APPLY, COMPLETE THE CHILDREN'S VILLAGE EMPLOYMENT APPLICATION IN FULL AND SUBMIT IT TO BETH BAKER, FAMILY SERVICES DIRECTOR [info@childrensvillagephila.org]. POSITION AVAILABLE IMMEDIATELY.

Child Development Specialist

125 North 8th Street, Philadelphia, PA 19106 • (215) 931-0190 • www.childrensvillagephila.org



Children's Village is a non-profit 501(c)(3) organization.
A copy of Children's Village's official registration and financial information may be obtained from the Pennsylvania Department of State by calling toll-free, within PA, 1-800-732-0999. Registration does not imply endorsement.



As a professional with a strong educational and experiential foundation in mental health and childhood development, the child development specialists and mental health consultant promote sound mental health and developmentally appropriate practice. The child development specialists in tandem with the mental health consultant advise the management team in policies and procedures program-wide that foster the optimum mental and emotional health of children, their families, and the program staff.

The child development specialists meet, coordinate, and collaborate with teachers, parents, family services team members, and children to address immediate special needs presented in the school and/or home settings. The child development specialists nurture a greater understanding of the challenges and resources at hand, and co-create intervention strategies with staff and parents. Some of the venues in which this collaboration regularly takes place include parent-teacher conferences, home visits, and curriculum planning with teachers.

The child development specialists collaborate with the management team, teaching teams, parents and other important family members, as well as children, to problem-solve responses to behaviors expressing distress created by the feelings of pain, anger, anxiety, or sadness. The child development specialists facilitate pro-social and empathy-inspiring responses that draw on children's strengths and interests. The child development specialists guide teachers and parents to support children in expressing themselves in emotionally satisfying and socially appropriate ways to assure their full inclusion and participation in the group. Institutional and systemic solutions may be considered as well, as appropriate, to promote community-building and inclusion and to meet children's individual needs. Age-specific case reviews, management special needs meetings, and the special needs annual meeting are some of the formal settings in which this collaboration occurs.

Through direct observation, assessments and screenings, and/or referrals from teachers, management team members, or parents, the child development specialists identify children's special needs which may range from mild or situational issues (such as adjustment to the early childhood program or family changes) to more chronic or severe developmental, learning, or social-emotional problems.

When warranted, the child development specialists recommend referrals to early intervention services and/or other therapeutic services for which the child and family may be eligible. The child development specialists assist the family, as needed, with the support of the family services team. The child development specialists advocate for children, their families, and classroom teachers to ensure that early intervention and/or other supports are delivered as due and within the time frame that is legally binding. The child development specialists anticipate and promote smooth transitions between one intervention provider to the next as toddlers turn three years of age and as preschoolers approach kindergarten entry. For school-age children, the child development specialists promote the child's educational and emotional needs to be met within the education system, assisting parents in advocating for special education or support services as needed. For all age groups, the child development specialists may join in IFSP or IEP meetings toward this end.

The child development specialists conduct a formal observation of classes including Head Start participants at least annually, making recommendations for strategies and interventions to best support the development of individual children who may present special needs, as well as general recommendations for classroom management that advance the healthy emotional and psychological development of all the students in the class.

The child development specialists present workshops on topics of interest to parents and other adult family members in order to promote healthy early childhood development and to encourage collaboration with teachers and community partners.

Short-term therapeutic interventions may be provided, as resources permit, in order to address immediate needs and build trust between the child development specialists and children as well as children's important family members.

The child development specialists determine if, when, and how children presenting special needs benefit from placement at Children's Village. If a child is identified as having special needs prior to enrollment, the child development specialists determine if Children's Village is an appropriate placement to meet the child's needs. In rare instances this assessment may be warranted when a child is already enrolled at the center. If it is determined that Children's Village is not an appropriate placement, the child development specialists counsel parents on other options to pursue.

Uphold High Professional Standards

Follow Regulatory Guidelines

The child development specialists are knowledgeable about, abide by, and uphold applicable guidelines including DHS licensing requirements, National Association for the Education of Young Children (NAEYC) accreditation criteria, Head Start performance standards, Keystone Stars and the corresponding rating scales [Early Childhood Environment Rating Scale (ECERS), Infant/Toddler Environment Rating Scale (ITERS), and the School-Age Care Environment Rating Scale (SACERS).]

Maintaining Confidentiality

The child development specialists maintain and promote high confidentiality standards in working with staff, families, and children around early childhood development and responsiveness to children's special needs. Details are shared regarding children and their families only with those who need the information in the performance of their jobs. Child development specialists are expected to procure appropriate permission from parents in order to share personal information about children, their families, and special needs they may present with another person or body.

Record-Keeping and Communications

The child development specialists complete all required records and case notes on relevant meetings and contacts with children, parents, teachers, and management staff. The child development specialists assist in the preparation of required reports for accrediting or funding bodies and grants, as appropriate. The child development specialists coordinate with the office manager the proper maintenance of all records for children for the requisite time frame abiding by all applicable regulations.

Children's Village Organization-Centered Responsibilities

Staff Meetings: Attend staff meetings as required, unless unable due to primary responsibilities.

Communication: Stay abreast of policy, guideline or other changes by reviewing items on bulletin board and distributed memoranda.

Leave/Absence: Follow CV guidelines for leave requests.

Additional Responsibilities

From time to time, responsibilities in addition to those listed above may be required to meet the needs of Children's Village.

Physical Demands

Child development specialists may need to be able to walk distances, usually within the neighborhood, but possibly on class trips.

In the event of an emergency, child development specialists should be able to walk up or down several flights of stairs and easily assist in the evacuation of children from the center.

Working Conditions and Environment

The holiday schedule and leave policy are outlined in the employee manual.

Employees are expected to work during their scheduled shifts, which may fluctuate on occasion to meet the needs of the CV organization.

PAY AND BENEFITS

\$28 - \$38 per hour, based on credentials and experience

VACATION AND SICK LEAVE – 12 sick days per year, 2 weeks' vacation the first year (day = 6 hours)