



# Child Development Specialist - Classroom Based

Job Description

<b>Hours per week</b>	40 hours/week (1.0 FTE) Monday – Friday
<b>Supervised by</b>	Therapeutic Early Childhood Program Supervisor
<b>Location</b>	Eugene, Oregon or Springfield, Oregon
<b>Starting wage range</b>	\$30.82 – \$34.57, depending on qualifications
<b>Bonus</b>	\$1,000 bonus for Step 9 or above in the ORO system

## About Relief Nursery

Relief Nursery provides comprehensive family support services that are easily accessible to families who are raising children birth through five years of age and who are experiencing high levels of stress. We provide early intervention that centers on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of support, from therapeutic classrooms, and child and family therapy, to parenting education, substance use disorder recovery support and more.

## Position Overview

The Relief Nursery approach is one of team work and cross program/department integration. The Child Development Specialist plays an essential role on this team, serving as early intervention / early childhood intervention services coordinator for eligible children in in their own classroom as well as other classrooms.

This is a classroom-based position in which the Child Development Specialist partners with a Teacher/Home Visitor to lead a therapeutic early childhood program classroom for 8-11 children, depending on the age of the children, up to five days per week.

## Responsibilities

### *Child Development Specialist*

1. Write and monitor individualized family service plans and complete all required reports, assessments and other paperwork in a timely fashion. Record and store data in accordance with agency requirements.
2. Monitor progress of all children on caseload and make changes when and where they are needed based on the data collected and analyzed.
3. Provide service coordination for all children on caseload, including but not limited to a mid-cycle and an annual review.
4. Implement and support others (families, teacher/home visitors, interns, etc.) in implementing the goals and objectives specified on the IFSP.
5. Facilitate collaboration and communication between professionals and parents involved with the child and family.
6. Write and implement behavior, social skills and sensory interventions.



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7. Assist families to identify strengths, needs, goals, etc. to assist their child with special needs.
8. Conduct evaluations for children prior to their third birthday to identify eligibility for ECSE services and occasionally conduct initial eligibility evaluations.
9. Organize and conduct a variety of team meetings.
10. Work to promote inclusive practices among children with and without delays.
11. Collect attendance monthly from and document on each child's service log and attendance log in EI/ECSE agency database.
12. Coordinate services with school districts (e.g., transportation, service schedules).
13. Complete change of placement paperwork for all children transitioning out of the program in the spring and support families in making placement decisions, such as arranging tours of other programs and participating in kindergarten transition meetings with the school district.
14. Support staff from all programs in making referrals to Early Childhood Cares and helping with the eligibility process.
15. Participate in designated team and all staff meetings, training and supervision.
16. Maintain CEUs and other educational requirements of the position.
17. Maintain all required documentation and paperwork in accordance with Relief Nursery, Child Care Division, and other relevant standards.
18. Conduct job responsibilities in accordance with the NAEYC code of ethics, professional boundaries, confidentiality, and strength-based interactions.
19. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy.
20. Assist in facilitating trainings for staff.
21. Perform other relevant duties as assigned.

## *Teaching Team*

1. Create and maintain a therapeutic, developmentally appropriate early child classroom environment 2 to 5 days per week, 3 to 6 hours per day for 8 to 11 children that supports all areas of children's development and meets all relevant therapeutic and certification standards.
2. Conduct weekly planning meetings for no less than one hour with co-teacher and other relevant team members (e.g., supervisor, mental health counselor, parenting educator, volunteer coordinator, etc.).
3. Collaborate with co-teacher to plan meaningful curriculum, arrange the physical environment and debrief issues/challenges on a daily basis.
4. Balance responsibility with co-teacher for curriculum planning, preparation, adaptation, the physical environment of the classroom, and other relevant activities.

## *Home Visiting*

1. Schedule and conduct home visits no less than once/month per child (except during the month when parent-conferences occur and vacation schedule limits access) in order to support child's goal progress, parent's achieving/maintaining a healthy home environment for the child, foster positive parent-child interaction and monitor relevant safety issues/concerns



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2. Maintain contact with families by phone to supplement home visits as needed
3. Complete home visit documentation reflecting professional standards on a weekly basis
4. Implement approaches that include sharing information through collaborative discussions & resources; modeling appropriate interactions through emergent opportunities & planned parent-child activities; providing empathetic support & facilitating problem solving

## Minimum Requirements

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.*

- Bachelor's degree in Early Childhood Special Education or related field.
- TSPC licensure or ability to obtain EI/ECSE authorization in Oregon within one year from date of hire.
- Oregon Step Registry level 9 or higher or willingness and ability to achieve a Step 9 within two years from date of hire.
- Experience working in an early childhood setting.
- Knowledge of state and federal laws and rules for early intervention and early childhood special education including, but not limited to, service coordination timelines, eligibility categories and requirements, due process procedures and confidentiality rules.
- Demonstrated ability to work as a team member, understand developmentally appropriate early childhood practices, and child guidance techniques consistent with a therapeutic approach.
- Knowledge of typical, atypical and delayed child development for children birth to 6 years of age.
- Ability to communicate and work effectively and respectfully with a diverse population and understand the impact of trauma on children and families.
- Ability to be self-directed as well as comfortable seeking support and information from others.
- Proficient in computer and related technology use.
- Ability to travel to and work in homes, preschool classrooms and community sites.
- Good physical stamina with the ability to lift children as well as bending, kneeling, sitting at child size tables and chairs and on the floor.
- Current valid driver's license with acceptable driving record/insurance coverage.
- Current Pediatric First Aid/CPR and Food Handler's cards.

## Preferred

*Preferred qualifications refer to job-related education or training, experience, skills, etc. that are beneficial to the position and Relief Nursery, but not a requirement for the position.*



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- Bilingual in English and Spanish with experience and knowledge of Hispanic/Latino/a/x families and culture.
- Master's Degree in Early Intervention/Early Childhood Special Education.
- Paid professional experience:
  - Providing consultation to others in Early Intervention, Early Childhood settings;
  - Conducting assessments and creating plans to support children with social, emotional, and behavioral challenges;
  - As a lead teacher in an early childhood setting; or
  - Providing home visits to families.

## Physical Requirements

- Ability to frequently stand, walk, kneel, sit on the floor or in child-sized chairs, lift and carry children up to a certain weight (up to approximately 40 pounds), bend, reach, and sometimes run to respond to emergencies, all while maintaining a high level of alertness and physical stamina to engage with young children throughout the day; this may also include good vision and hearing for observing children's behavior and interactions.

## Annual Benefits for Employees

Relief Nursery employees working 30 or more hours per week enjoy a generous benefits package as well as of being a part of an organization that makes the world a safer and better place.

- Medical, dental, and vision coverage (very low employee cost)
- Flexible Spending Account
- Employee Assistance Program (EAP)
- 403(b) retirement plan with employer match
- 8 days of paid sick leave per year
- 5 weeks of paid vacation leave per year (must be taken during the scheduled school district winter break, school district spring break, plus two scheduled weeks in August)
- 2 days paid personal leave per year (add 1 additional day per each 5 years worked)
- Paid Holidays
- Mileage reimbursement
- Opportunity for internal growth and promotion, including access to professional development and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer

**Interested applicants, please email resume and cover letter to:**

Lindsey Steele, Director of Administration and Human Resources  
[hr@reliefnursery.org](mailto:hr@reliefnursery.org)

Pre-employment drug screen, criminal background check, DMV check, and proof of auto insurance required. Position will remain open until filled.



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**Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace**