Position: Screening & Assessment Specialist  
Salary Range: $36,000 to $46,000  
Reports to: Director of Child Development  

POSITION SUMMARY: The incumbent is responsible for coordinating screening and assessment activities; vision and hearing screenings; referral services; and health information for children birth to five years of age attending early learning programs in Manatee County.

ESSENTIAL FUNCTIONS:
- Complete child health screenings, developmental screenings and assessments activities as assigned according to established guidelines and state statutes to include developmental screening, vision and hearing screenings, and ongoing child assessments. Discuss screening/assessment results that are below expected levels with parents and identify activities/strategies for parent to use to further their child’s school readiness.  
- Analyze training needs of the community; prepare and deliver presentations to meet the community need relating to early childhood development, child screening, and child assessment.  
- Database management of screening/assessment results and needs.  
- Attend all meetings, as required in a punctual, professional and contributory manner, complete reports in a timely and comprehensive manner as required.  
- Perform other duties, as assigned by supervisor.

MINIMUM QUALIFICATIONS:
- Bachelor’s level degree or higher in early childhood, special education or related field.  
- Experience working with children birth to five years of ages and their families.  
- Working knowledge of developmentally appropriate practices as defined by the National Association for the Education of Young Children (NAEYC)  
- Demonstrated lingual, written and interpersonal communication skills.  
- Computer skills to include MS Outlook, Word, PowerPoint, and Excel.  
- Maintain schedule flexibility for occasional evening and weekend activities.  
- Maintain valid Florida driver’s license plus insurance as required by state.  
- Adhere to all Early Learning Coalition of Manatee County policies and procedures.  
- Deemed qualified for employment through Level II Background Screening process.

PREFERRED QUALIFICATIONS:
- Demonstrated bilingual written and interpersonal communication skills.

If you are interested in this position, please send your resume and notice of interest to HR@elc-manatee.org by 8/31/20