

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **INFANT/TODDLER SPECIALIST**

Spec No. 2332

### **BASIC FUNCTION**

To provide comprehensive child development services for infants and toddlers in partnership with their parents/guardians. Infant/Toddler Specialists work in either a center based program, home based option, or combination option that includes home visits and socialization experiences. The Infant/Toddler Specialist helps develop appropriate early learning experiences in the home for infants and toddlers and provides family services to their parents. This position may provide services to pregnant women with the support from the Health Coordinator.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

In a home based program option:

1. Develop positive relationships with infants and toddlers and their parents that promote parent-child bonding and nurturing parent-child relationships;
2. Visit parents once a week to support the parent as the child's primary teacher and provide support to enhancing the home learning environment;
3. Partner with the parent in planning home visits to meet the needs and interests of parent and child;
4. Organize two parent/child group (socialization) experiences a month for parents and their child for socialization with other parents and support learning goals.
5. Plan the socialization environment to provide learning experiences for infants and toddlers;
6. Maintain cleanliness and safety of indoor and outdoor play areas;
7. Use program curriculum to support the use of the child's routines and interests to guide activities;
8. Ensure the curriculum and activities meet the physical, social/emotional, health, nutritional safety needs and intellectual needs of the children;
9. Work with parents to plan activities to extend home socialization;
10. Ensure responsibilities in the home based option are met.

### **STATEMENT OF OTHER JOB DUTIES**

11. Conduct screenings and assessments of each child in all developmental areas and make referrals as needed;

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### STATEMENT OF OTHER JOB DUTIES (Continued)

12. Work with the Mental Health Consultant to ensure appropriate services are provided to children with significant challenging behaviors and their families;
13. Maintain ongoing written documentation of observations/assessments of individual children;
14. Work with the parents to develop individual learning plans from observations and child assessment;
15. Provide curriculum, a learning environment, and learning activities that are culturally sensitive and relevant to the development needs of each child and family;
16. Provide family services to parents through a Family Partnership Agreement process to involve assessing parents needs and interests, working with them to form development goals, and work with them to access resources to meet goals;
17. Support parent involvement in their child's education and in activities that will increase the parents' self-esteem and skills;
18. Work with program staff and community partners to provide services to parents to support their role as parents (including parenting skills training in basic child development) and services to help the families move toward self-sufficiency (including educational and employment services; as appropriate);
19. Partner with parents to develop transition plans when children move within the program or at six months before their third birthday to plan for transitions to preschool programs;
20. Follow all program policies and procedures including confidentiality policies.

### MINIMUM QUALIFICATIONS

A degree in early childhood education (ECE) or an A.A. degree or higher in a related field and coursework equivalent to an A.A. degree in ECE and two years experience in early childhood education.

### SPECIAL REQUIREMENT

- Proof of physical exam, including a TB skin test. For those who have tested positive, a statement from a doctor or a chest x-ray must be provided;
- Proof of CPR and Pediatric First Aid certification is required or obtained within 60 days of hire;
- Obtain a Food Handler's permit within 60 days of hiring;
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### SPECIAL REQUIREMENT (Continued)

- Completion of the Criminal History Background Check, agency criminal history declaration form, and fingerprinting;
- Access to a personal vehicle with insurance coverage
- Must have a valid Washington State Driver's License, unrestricted except as to vision;
- Ability to lift up to 40 pounds.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- family services and working with low-income families
- infant/toddler development and early childhood education practices for children birth to three
- natural and formal child assessment methods
- reflective practice techniques
- group leadership and facilitation processes
- computer operation

Ability to:

- develop positive relationships with parents that supports nurturing parent/child bonding and attachment
- use good written and oral communication skills and basic computer skills
- bilingual in English and Spanish is highly preferred
- accept personal responsibility for the quantity and timeliness of work
- adapt easily to changing program needs, conditions, and work responsibilities
- plan and manage time effectively and coordinate activities, services, and schedules to ensure smooth and efficient operation of work
- demonstrate an ongoing commitment to learning and self-improvement
- earn the trust, respect and confidence of staff, children, and community partners by consistent honesty, forthrightness with professionalism in all interactions
- contribute to any environment that embraces diversity and uses diverse perspectives to enhance the attainment of organizational goals

### SUPERVISION

This employee reports to the Early Childhood Education Supervisor. Work is performed with considerable independence and is reviewed for quality, adequacy of professional judgment and compliance with established goals and policies through conferences, case records narratives, reports and appraisal of results obtained.

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### WORKING CONDITIONS

Work is performed in the usual office environment, in client's homes and in a variety of community settings.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 2009  
Revised: April 2012, January 2015  
EEO Category: 2 - Professionals  
Pay Grade: 237 – Classified Pay Plan  
Worker's Comp: 1501 Hazardous