



Employment Bulletin

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An Equal Opportunity, ADA Compliant Employer

August 27, 2010

Early Childhood Developmental Specialist

No. 10-27

OPENING: This bulletin will be used to hire one, full-time (40 hrs/wk) regular Early Childhood Developmental Specialist position in our Community & Family Services Division – Children with Special Health Care Needs program. This registry may also be used for any additional Early Childhood Developmental Specialist positions with similar qualifications which may occur in the next 6 months.

LAST DATE TO FILE APPLICATION: Extended to **Friday, September 17, 2010**, or until sufficient applications are received.

MONTHLY SALARY RANGE: **\$3740.17 - \$4773.87 per month.** This is the full salary range for the position (not including longevity pay). Starting salary is normally \$3740.17.

APPLICATION CHECKLIST:

- Fully Completed SRHD Application (Note: resumes are **not** accepted in lieu of application.)
- Fully Completed Background Inquiry Form
- Letter of Interest
- Resume

POSITION DESCRIPTION: The Early Childhood Developmental Specialist (ECDS) designs learning environments and activities that promote acquisition of skills for infants and toddlers in a variety of developmental areas, including cognitive processes and social interaction. The ECDS is responsible for maintaining the highest standards of practice and adherence to the policies, procedures, guidelines and standards of ESIT, CSHCN, and SRHD.

MINIMUM QUALIFICATIONS: Bachelor's degree in Special Education with 1-2 years experience. Prefer experience in early childhood education working with infants and toddlers with disabilities and/or developmental delays birth to three years of age. Master's degree preferred. Must have a current Washington State Teacher Certification with an Early Childhood Special Education endorsement.

KNOWLEDGE, SKILLS & ABILITIES: Requires the ability to work in a wide variety of home and community settings. Requires strong interpersonal and communications skills including strong written, verbal and listening skills. Knowledge of: communicable disease control and infection control practices; growth and development; and screening, assessment and evaluation tools. Knowledge/experience working with infants and toddlers with disabilities and/or developmental delays, birth to 3 years old and their families. Knowledge of Microsoft Office Products such as Word and Excel. Ability to learn specialized software programs utilized at SRHD.

ENVIRONMENTAL FACTORS: The employee is regularly required to sit, stand and type at a computer terminal. Requires strong verbal, written and listening communication skills to interact effectively with people in person and over the telephone. Ability to lift and carry materials (up to 30 pounds) on a regular basis. Ability to navigate client sites (unpaved walkways, stairs, narrow hallways) and a regular basis. Must have a valid motor vehicle license or the ability to access multiple sites in a timely manner. Visual acuity to read small print. Must be able to tolerate exposure to disinfectant (used to clean toys). *The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

For further information and application form, contact the office of Human Resource Services by mail or phone, or visit us at www.srhd.org. Please see reverse side for additional application information.

This position is represented by IFPTE.