

## JOB DESCRIPTION

**TITLE:** Regional Inclusive Facilitator

**FLSA Status:** Non-Exempt

**REPORTS TO:** Supervisor and/or designee

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### JOB SUMMARY

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To coordinate, implement and evaluate the Inclusive Partners Program (IP) in Klamath, Lake and Douglas Counties in conjunction with the Department of Early Learning and Care. This position conducts coaching and technical assistance with childcare providers to support quality, inclusive care and environments. Activities will include consulting with providers as well as development opportunities for early learning professionals.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

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- Collaborate with regional CCR&R team to increase implementation of inclusive practice across all program types.
- Coordinate and provide consultation, resources and technical assistance to early educators on inclusive practices and related topics.
- Independently develop and conduct childcare provider training based on the Oregon Registry's Core Knowledge categories
- Manage and report project data
- Conduct community presentations when assigned by Program Coordinator
- Represent Care Connections & Education at advisory boards, regional childcare, and other meetings as assigned by Program Coordinator
- Coordinate and lead IP CCR&R services for our region
- Recruit and lead an early educator network of Spanish childcare providers
- Coordinate childcare provider training based on common needs of all childcare types
- Provide distance (e-mail, phone, etc.) individual support including material review and feedback, connection to resources, on-going guidance and check-in with childcare providers
- Provide on-site and online coaching to programs needing intensive support through observation and feedback
- Facilitate Community of Practice sessions to support inclusive practices
- Support providers in their environmental and individual inclusive accommodation strategies
- Complete environmental and individual observations/assessment tools as deemed appropriate.
- Recruit Spanish providers into the early learning network.

- Support Spanish programs/providers to become listed with DHS and move towards licensing.
- Provide required and inclusive trainings in Spanish or with translator support.
- Maintain open, respectful and positive communication with all staff, parents, community partners, and volunteers.
- Collaborate positively with CCR&R team members to assure high quality services.
- Attend required programs, agency meetings and trainings including occasional out of area travel.
- Complete required documentation to meet CCR&R and DELC deadlines.
- Assist with data collection & overall maintenance of CCR&R databases.
- Perform other office support duties such as filing, copying, correspondence and distributing mail, answering phones as well as other duties, as assigned.
- Assist with data entry for Oregon Registry Online.
- Assist with entering CCR&R sponsored trainings into Oregon Registry Online.
- Adhere to workplace expectations.
- Ability to work a flexible schedule and travel to and from school locations in the Douglas ESD service area and may be required to travel on overnight assignments.
- Other duties as assigned

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## QUALIFICATIONS

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*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Education and/or Experience:** AAS degree in Early Childhood Education or related field. Bachelor's preferred. Employee must agree to pursue a step 10 on the Oregon Registry to be considered. Minimum of three (3) years of direct service in the field of Childhood Care and Education. Experience providing or supporting inclusive practices in an early learning setting preferred. Knowledge of community childcare programs, subsidies, community resources, and state regulations pertaining to childcare preferred. Bilingual English/Spanish preferred.
- **Interpersonal Skills:** Knowledge of augmentative and alternative communication techniques. Ability to appropriately communicate with diverse staff and others including outside agencies. Ability to work as part of a multidisciplinary team and collaborate well with others. Consistently focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students, staff, parents and the public. Ability to cultivate and model a respectful working and learning environment.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and

interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as interest, proportions and percentages. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to create and interpret bar graphs, pie charts and other representations of financial data.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations. Consistently makes decisions and exercises independent judgement.
- **Computer Skills:** Advanced knowledge of computer usage and MS Office 365 is required.
- **Other Skills and Abilities:** Maintain regular and consistent attendance and punctuality. Ability to work in an environment with constant interruptions. Required to demonstrate the ability to consistently work independently.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver's License, if required.

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## WORK ENVIRONMENT

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*The work environment characteristics described here 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.*

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

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## PHYSICAL DEMANDS

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*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequently required to walk, stand and sit.
- Occasionally required to bend, stoop, kneel, climb stairs, crouch or crawl
- Regularly required to talk and hear
- Use hands for fine manipulation, handle or feel and reach with hands and arms operating a computer keyboard and mouse.
- Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision
- Regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds.



This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope, but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services whoever and whenever necessary to ensure the success of the ESD's goals.

This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time with or without notice as it deems advisable, pursuant to Collective Bargaining Agreement.



**Equal Opportunity Employer:**

Douglas ESD recognizes the diversity and worth of all individuals and groups. It is the policy of Douglas ESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran's status, genetic information or disability in any educational programs, activities or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Director for additional information or assistance.

**Employee Statement:**

I have reviewed the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I required accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the ESD regarding the requested accommodation(s).

**Employee Signature:**

**Date:**

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**Supervisor Signature:**

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**Date:**

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**Salary Classification:** Classified – E Level  
**Last Revised:** October 2025