

Grand Rapids Christian High School

Position Title: Inclusion Coordinator

Reports to: Director of Academic and Innovative Programs

Coordinates with: High School Admin Team, Inclusion Aides, Academic Interventionist

POSITION SUMMARY

The Inclusion Coordinator ensures that students receiving inclusive education services are provided with appropriate instruction, learning opportunities, behavioral support, and social skills training needed to facilitate personal growth, success in school, and transition to life after school. In the implementation of services, the Coordinator will ensure that the least restrictive environment (LRE) is a primary consideration in the development and delivery of support services.

MAJOR RESPONSIBILITIES

- Communicate student progress, achievements, and concerns with parents on a regular basis
- Coordinate services for students with low-incidence disabilities who receive inclusive education services
- Create a daily schedule of paraprofessional support for students who receive inclusive education services
- Supervise paraprofessionals, in cooperation with general education teachers, in their work with students who receive inclusive education services
- Coordinate with itinerant staff from Grand Rapids Public Schools to ensure services are provided as stated in student IEPs and No-Public Service Plans
- Develop yearly individualized goals and objectives, in partnership with general education teachers and parents, for students receiving inclusive education services
- Monitor and assess student progress on goals and objectives
- Plan academic, social, and behavioral modifications, in cooperation with general education teachers, for students who receive inclusive education services; this includes attention given to the least restrictive environment
- Coordinate transition planning for incoming 8th grade students and exiting 12th grade students
- Promotes programming that enables all students to come alongside students receiving inclusive education services
- Partner with K-8 Director of Inclusion to ensure that the district philosophy of Inclusion is consistently articulated and implemented PS-8th grade
- Consult and collaborate with outside agencies as needed

QUALIFICATIONS

- Commitment to Christian Education
- Appropriate state of Michigan certification
- Strong organizational skills
- Excellent verbal and written communication and interpersonal skills
- Knowledge and understanding of the cognitive, social, and emotional characteristics and needs found in students with a variety of disabilities