INCLUSION SPECIALIST

PRIMARY FUNCTIONS:

Under the direction of an assigned administrator, organize and implement services for pupils with disabilities to enable them to be successful when fully included in general education classes at their neighborhood school including assessment of pupils' ability to function safely and independently at the school site, collaborate with teachers, parents and school site and district personnel and demonstrate and model essential instructional and behavioral strategies for use in the classroom as well as the general school site.

GENERAL DUTIES AND RESPONSIBILITIES:

- Develop an inclusive educational setting for pupils in collaboration with classroom teachers, school administrators and other school personnel
- Collaborate with classroom teachers as well as other support personnel, when appropriate, to select and administer formal and/or informal assessments of pupils
- Facilitate the development of Present Levels of Performance, Annual Goals and Short-Term Objectives for review at IEP Team Meetings
- Document student progress toward achievement of annual goals and report the same to parents on the schedule used by the school site and attend parent/teacher conferences and IEP meetings as necessary
- Plan and implement instructional activities for students utilizing appropriate standards based and evidence based curriculum; collaborate with and give guidance to teachers, instructional assistants and other school site personnel regarding appropriate modification and adaptation of instruction for pupils through scaffolding state standards to the appropriate level of need
- Provide training to school site personnel regarding the unique needs of pupils
- Plan and implement training for school site and/or other personnel as requested
- Maintain accurate registers, records and files and case management responsibilities, as appropriate
- Participate in in-service and staff development activities to upgrade skills and knowledge.
- Demonstrate respect for individual students and sensitivity for their unique needs
- Other related duties and responsibilities consistent with the primary function may be assigned.

REQUIRED QUALIFICATIONS:

Education -

- Bachelor’s Degree (BA/BS) in a field related to job responsibilities (required)
- Appropriate Education Specialist Credential
- 3 years of classroom teaching experience or experiences in a like field (preferred)

Licenses and other Requirements:

- Valid California Education Specialist credential authorizing in Mild to Moderate or Moderate to Severe/Severely Handicapped
- EL authorization
- Department of Justice clearance
- Employee must arrange their own transportation
- If using their own vehicle in the course of employment, must provide proof of insurance

Experience -

- Successful experience as a teacher of students with disabilities preferably in a school setting that provided inclusion or integration of students into general education classes and/or activities

DESIRABLE QUALIFICATIONS:

Knowledge of -

- The unique learning needs of pupils with disabilities and Universal Design for Learning (UDL) Approach.
- Child development
- Pre-formal - Adult Transition Curriculum
- Collaboration Model
- Methods and strategies for successful inclusion of students with disabilities in general education classes
- Curriculum adaptation methodology
- Differentiated Instruction

Ability to -

- Assess children's educational needs and performance
- Work as a member of the special education team
- Communicate educational goals and objectives to parents
- Implement behavioral plans
- Work well and efficiently with behaviorally challenged students
- Collaborate with the teacher of record
- Establish and maintain effective working relationships with the general public, coworkers, students, and supervisors
- Maintain confidentiality and confidential information in accordance with legal standards and/or regulations
- Balance meeting contact hours and paperwork requirements
- Assess students' educational and communication needs
- Use appropriate communication mode at a student's level
- Communicate clearly and concisely in oral and written form
- Establish clear boundaries with students and school personnel
- Perform job duties in a safe manner to ensure a safe working environment for oneself and others

- Participate in assigned scheduled meetings, in-service trainings, conferences and other trainings as determined by the supervisor
- Perform assigned duties with a positive attitude and in the spirit of teamwork, collaboration, and cooperation
- Communicate effectively both orally and in writing; work effectively with a variety of situations and people
- Maintain possession of a valid California Driver License

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- Assist with physical interventions to maintain safety of students and staff
- See and read printed matter with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Hear and speak to exchange information and make presentations
- Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance
- Work interdependently and convey an understanding and patient attitude toward staff, students, parents and members of the community
- Maintain the privacy of confidential information
- Must be able to work in a school and/or office setting

WORK ENVIRONMENT:

The primary work location is a general office setting with times inside a special education classroom. Noise levels in this setting range from quiet to moderate. The employee travels between school sites, classrooms, and public agency locations. The assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

Board Approval: 4/6/2020
Formal Review: 3/25/2020

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

_____ _____

Employee Signature ***Date***

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Name Printed