

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Inclusion Instructor
Grant funded until April 2023
Division: Head Start/Early Head Start
Reports To: Mental Health and Special Services Manager
FLSA Status: Exempt
Revision Date: 4/8/2022
Job Classification: Grade 6

SUMMARY

The Inclusion Instructor is responsible for supporting the full inclusion of children with developmental and/or behavioral needs that interfere with their ability to be successful in the classroom environment. The Inclusion Instructor will have a caseload of 8-12 children. They will be responsible for assisting in the development, administration and monitoring of child success plans for the children on their caseload.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assists in developing an Individual Child Success Plan for assigned children.
2. Maintains a caseload of 8-12 children.
3. Works in collaboration with Mental Health Consultants on shared families.
4. Assists in identifying and providing all necessary supports needed to ensure the successful inclusion of children in the classroom. This includes, but is not limited to; curriculum modifications, adaptive equipment, individualized instruction, use of Conscious Discipline, visual prompts, etc.
5. Serves as a member of the Behavior Team, assisting in identifying target children and providing regular updates on progress of assigned children.
6. Utilizes DECA and TS GOLD reporting to track progress of assigned children.
7. Gathers, enters, and analyzes data on the effectiveness of interventions.
8. Assists Conscious Discipline Trainer and Mental Health and Special Services Manager with training as needed.
9. Provides recommendations to classroom staff on effective strategies for full inclusion of assigned children.
10. Works with HDA's when assigned children are receiving IDEA services or are in the referral process, by providing observations and implanting the goals of the service plan.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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

Minimum of 6 years of college hours and/or specialized training and experience, in the field(s) of child development, behavior management, special education, and/or Conscious Discipline.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, graphics, etc.

PLANNING/ORGANIZATION

Ability to handle multiple tasks simultaneously.

CERTIFICATES, LICENSES, OR REGISTRATIONS

Must have valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to sit; and talk and hear. The employee is frequently required to stand; walk; used hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 20 pounds. The employee is expected to perform light physical activity performing non-strenuous daily activities of an administrative nature. The employee must possess manual dexterity sufficient to reach/handle items. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

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 working conditions are a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name