

## **JOB DESCRIPTION**

### **Inclusion-Curriculum Specialist**

#### **Position Prerequisites:**

1. 21 years of age or older
2. Documentation of three (3) references and known in the community to be of good reputation
3. BS degree relevant for working with children &/or individuals with disabilities/special needs. (e.g., child development, education, social sciences)
4. Experience working with young children or children with developmental disabilities.
5. Documentation of satisfactory criminal record check per La. R.S. 15:5871
6. Must be able to lift 25lbs.or more.

#### **Position Function:**

- Facilitate communication and collaboration between Goldman School staff, the families of children with special needs and the professional's providing services for children with an IFSP or IEP.
- Provide support within the classroom setting to assist teachers in providing learning activities appropriate for children's developmental level determined by Frog Street assessments and IEP or IFSP goals.
- Working alongside the Director of Children's Services in researching and writing grants.

#### **Specific Duties:**

- **Assist teachers with conducting Frog Street Assessments...**
  - Review assessment booklets of children with special needs and typical.
  - Provide positive corrective feedback to teachers regarding assessment process/completion.
- **Assist teachers with creating developmentally appropriate lesson plans...**
  - Help teachers to summarize target skills for their classroom based on Frog Street assessments.
  - Assist teachers in using materials in for Frog Street Curriculum to compile handouts that outline activities and strategies proven effective in teaching/developing specific target skills.
  - Assist teachers with the process of integrating skill-based activities, informally during daily routines/activities, as part of theme-based/special event related activities/art projects, and as formal lessons included in monthly lesson plans.
- **Provide support in the classroom setting to promote an inclusive learning environment...**
  - Help teachers adapt planned lessons and daily activities so that all children can participate to the best of their ability.
  - Assist teachers in utilizing various helping techniques in a way that encourages independent functioning.
  - Model adaptations/helping techniques for teachers to encourage social interaction with peers.
- **Facilitate communication and collaboration between staff, families of children with special needs and therapists/professionals providing intervention services...**
  - Attending IFSP and IEP meetings.
  - Assist in creating individual logs/checklists for teachers to document skills worked on/manner child participation and communicate the information with parents & therapists.
- **Assist with special projects that promote inclusive practices and enhance the learning environments for all children...**
  - Help coordinate special events.
  - Help decorate for holidays/special events.

Perform other duties as required by the Director of Children's Services or Assistant Director of Children's Services

**Reports To:** Director of Children's Services

**Calendar Followed:** 242 Days

**Supervisory Responsibilities:** None

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Children's Services Signature \_\_\_\_\_ Date \_\_\_\_\_

Assistant Director Signature \_\_\_\_\_ Date \_\_\_\_\_