

Vail School District Job Description

Job Title: Inclusion Specialist (Teacher)

Department: School/District

Reports To: Principal and/or District Special Education Director

FLSA Status: Exempt

Prepared Date: 6/1/00

SUMMARY: Inclusion Specialist (Teacher) is responsible for developing the instructional program to meet individual needs of the inclusion student within the regular education classroom.

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

Serves as case manager responsible for coordinating the development, monitoring, and implementation of inclusion student's Individual Education Plan (IEP).

Maintain accurate and confidential records of all assigned students.

Assists the classroom teacher in "including" the student into the regular education classroom (inclusion model for special education).

Develop the instructional plan for assigned students. Work with the Inclusion Paraprofessional in developing lesson plans and educational approaches.

Train Inclusion Paraprofessional on teaching methodologies specific for their students.

Assist the regular education classroom teacher with modifications and strategies for including the inclusion student as much as practical.

Provide information, support, and communication with parents and families. This includes referral information to community agencies.

Request and maintain equipment and supplies necessary for the inclusion students and the inclusion program.

SUPERVISORY RESPONSIBILITIES

May be assigned supervisory duties of paraprofessionals, as needed.

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

Bachelor's degree from an accredited four-year college or university.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Arizona Teaching Certificate and a Clearance 1 Fingerprint Card. Must also have a Special Education Endorsement on their Teaching Certificate (or equivalent education and/or training).

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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral 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.

Moderate noise levels.