



POSITION DESCRIPTION: INCLUSION SPECIALIST

Title: Inclusion Specialist

Work Schedule: Part-time, Non-exempt: To be scheduled generally Monday – Friday, between 1:00am - 7:00pm during the school year; hours may vary during school breaks.

Report to: Program Director, Including Special Kids

PRIMARY FUNCTION:

Under the supervision of the Program Director of Including Special Kids (ISK) of Special Kids Crusade (SKC), the Inclusion Specialist partners with host site staff to develop, coordinate, implement, and monitor inclusion programming through the ISK program for young people between the ages of 6 and 18 who have a developmental disability.

The Inclusion Specialist is responsible for:

1. Serving as the primary professional for youth with a developmental disability or special needs at the host sites,
2. Implementing existing ISK programming to include youth with developmental disabilities and special needs into all host site programs;
3. Functioning as the primary contact for parents/caregivers of the children with developmental disabilities enrolled within the ISK program;
4. Assessing all ISK participants on a quarterly or as-needed basis;
5. Providing input and/or writing portions of all required reports;
6. Hiring, training, supervising and assessing all Inclusion Assistants hired by the ISK program
7. Leading organized activities and helping other staff members to lead organized activities geared toward inclusion of all children in small and large group settings;
8. Acquiring, managing, and maintaining adaptive equipment/supplies necessary for full inclusion of special needs youth; and
9. Planning, facilitating and implementing awareness and sensitivity trainings.

RESPONSIBILITIES:

1. Prepare Program Participants (“ISKers”) for Success

- Accumulate and maintain current files (both hard copy and e-copy) on each ISKer;
- Implement the Individualized Response Guide to support the inclusion of each youth;
- Effectively communicate with ISK and host site staff the particular needs of a child;
- Monitor and evaluate ISKer’s achievement against target goals, utilizing the ISK Skills Assessment;
- Ensure all Daily Report Form booklets are completed correctly and remain current;
- Maintain attendance records for ISKers; and
- Preserve the health and safety of all activity and program participants.

2. Interface with Parents/Caregivers of ISKers

- Arrange and conduct orientation meetings/ site tours with parents/caregivers and new participants;
- Complete all Enrollment Paperwork with parents/caregivers;

- Arrange attendance schedule for all ISKers; and
- Consistently maintain communication with all parents/caregivers through face-to-face meetings, proactive phone calls, texts and emails.
- Be to main contact for the school bus department, with regards to arrival of program participants.
- Create parent support documents on an as-needed basis in collaboration with the Clinical Director.

3. *Manage Program Staff and Assigned Areas*

- Assist in the hiring and training of new Inclusion Assistants
- Monitor performance to ensure it is consistent with host site and SKC standards, values and the goals;
- Ensure that all new hires have a thorough understanding of host site culture, rules and standard operating procedures;
- Create and maintain the work schedule of IAs; and
- Monitor the interaction of host staff with participants of the ISK program to ensure performance is consistent with the goals set for the ISK program.

4. *Assist in the Development of the Including Special Kids Program*

- Collaborate with the ISK Program Developer and/or Program Director to record, review and modify results on an ongoing basis to monitor the growth and success of the program; and
- Conduct program evaluations related to inclusion activities within the Club.

5. *Collaborate with Internal and External Partners*

- Participate in any disciplinary actions as required by host site;
- Attend staff meetings (as requested) of both ISK and host site;
- Report regularly to both ISK and host site supervisors as requested;
- Distribute ISK materials throughout host site;
- Provide guidance, mentoring and role modeling to host site staff members and other youth members to foster inclusion;
- Provide ongoing consultation to host site staff and volunteers to ensure the success of all youth members; and
- Collaborate with host site & SKC staff to implement activities that include children with developmental disabilities.

6. *Budget and Manage Administrative Resources*

- Provide monthly attendance hours to ISK Program Director on the final business day of each month;
- Complete and submit written reports when requested, manage files and handle clerical functions to support the ISK program;
- Order and pick-up staff shirts and sweatshirts on an on-going basis based on program needs; and
- Maintain host site site supplies.

7. *Miscellaneous*

- Perform other duties as necessary in order to ensure the on-going success of all involved with ISK as well as the partnership between the host site and SKC;
- If necessary, manage the summer programming while the host site is closed;
- Communicate on a regular basis with the host site for the clearing of incoming IAs; and
- Capture video footage via flipcam.

MINIMUM QUALIFICATIONS:

1. Successfully complete pre-employment background check and drug testing;
2. A positive attitude and mature personality conducive to working effectively as a team player with diverse Staff, Volunteers, Parents/Caregivers, children and other stakeholders;
3. Experience working with youth and implementing developmentally appropriate activities;
4. Responsible, dependable, tenacious, and a problem solver;
5. Excellent interpersonal, oral and written communication skills. Bi-lingual Spanish beneficial;
6. Exceptional ability and aptitude to:
 - a. Collaborate to achieve the SKC and host site missions;
 - b. Enact and uphold SKC's values of Inclusion, Acceptance, Empowerment, Integrity and Inspiration;
 - c. Make decisions within established mission, values, and policies;
 - d. Adhere to both SKC and host site minimum standards and expectations of all staff.

EDUCATIONAL REQUIREMENTS:

- Bachelors Degree in psychology, social work, education, sociology or a related field

SPECIALIZED SKILLS REQUIRED:

- Proven ability to cultivate positive relationships with youth;
- Flexibility to implement different strategies to help youth with developmental disabilities and special needs succeed in host sites;
- Competence in utilizing technology to maximize work place efficiency and youth development programming; and
- Must have access to own transportation in order to move swiftly between sites on a routine and emergent basis.

HIGHLY DESIRABLE QUALIFICATIONS:

- Good working knowledge of developmental and physical disabilities in youth;
- Bi-lingual (Spanish/English or Vietnamese/English)
- Prior experience in a youth development agency or other social service agency preferred; and
- Proficiency in Microsoft Word, Excel, Powerpoint, Publisher, Outlook, Internet Explorer.

COMPENSATION:

- Salary range of \$16 to \$18 per hour
- 25-27 hours per week, not to exceed 29 hours.

ENVIRONMENTAL AND WORKING CONDITIONS:

This position requires the ability to perform work in a highly interactive and emotionally and physically stimulating environment.

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrated ability to:

- Maintain a high energy level.
- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make good judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines

- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies
- Occasionally push and/or pull a variety of tools, equipment, or objects
- Typically indoor work environment; may require some limited exposure to outdoor environment in order to supervise students or assist with loading or unloading of school buses, during special events, and/or field trips. When working outdoors may be exposed to a wide range of temperatures; with exposure to extreme weather conditions, which include but are limited to; heat, cold, rain, wind, and high humidity.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

APPLICATION PROCEDURES:

To obtain the required Special Kids Crusade application form, visit the Special Kids Crusade website at www.specialkidscrusade.org, or contact us at 831-372-2730 to arrange for receipt of an application. All employees must be eligible for employment in the U.S.