



POSITION DESCRIPTION: INCLUSION SPECIALIST

Title: **Inclusion Specialist**

Work Schedule: Full time, exempt: To be scheduled generally Monday – Friday, between 9:00am - 7:00pm during the school year; hours may vary during school breaks. Occasional weekend and weeknight responsibilities for training and special events.

Report to: Program Director, Including Special Kids

Work Sites: Boys & Girls Clubs of Silicon Valley (Smythe Clubhouse) (primary) and Special Kids Crusade offices (Monterey County) (secondary)

PRIMARY FUNCTION:

Under the supervision of the Program Director of Including Special Kids (ISK) of Special Kids Crusade (SKC), the Inclusion Specialist partners with Boys & Girls Clubs of Silicon Valley 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 Boys & Girls Clubs of Silicon Valley,
2. Implementing existing ISK programming to include youth with developmental disabilities and special needs into all Boys & Girls Clubs 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 Boys & Girls Clubs 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 with parents/caregivers of new participants;
 - Complete all Enrollment Paperwork with parents/caregivers;
 - Arrange attendance schedule for all ISKers; and

- Consistently maintain communication with all parents/caregivers through proactive phone calls, texts and emails.
- 3. *Manage Program Staff and Assigned Areas***
 - Assist with the hiring of new Inclusion Assistants (IAs);
 - Provide training via the approved Training Plan and monitor performance to ensure it is consistent with Boys & Girls Clubs and SKC standards, values and the goals;
 - Ensure that all new hires have a thorough understanding of Boys & Girls Clubs culture, rules and standard operating procedures;
 - Create and maintain the work schedule of IAs;
 - Serve as a liaison between ISK and the Adaptive Skills Consultant (ASC), ensuring that the ASC observes ISKers and provides coaching support to IAs on a regular basis;
 - Maintain current files (both hard copy and e-copy) for all IAs; and
 - Monitor the interaction of Boys & Girls Clubs 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 Boys & Girls Club;
 - Attend staff meetings (as requested) of both ISK and Boys & Girls Club;
 - Report regularly to both ISK and Boys & Girls Club supervisors as requested;
 - Distribute ISK materials throughout Boys & Girls Club;
 - Provide guidance, mentoring and role modeling to Boys & Girls Clubs staff members and other youth members to foster inclusion;
 - Research available resources for children with disabilities and establish contacts at applicable organizations;
 - Provide ongoing consultation to Boys & Girls Clubs staff and volunteers to ensure the success of all youth members; and
 - Collaborate with Boys & Girls Clubs & 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;
 - Collect all employee timesheets bi-weekly and report hours to ISK Program Director;
 - Function as the point of contact for all pay checks and related issues; and
 - Complete and submit written reports when requested, manage files and handle clerical functions to support the ISK program.
 - 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 Boys & Girls Clubs and SKC

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 Boys & Girls Clubs 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 Boys & Girls Clubs 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 Boys & Girls Clubs;
- 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) and bi-cultural
- 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 begins at \$31,800 based on qualifications.
- Position is entitled to the following paid benefits
 - Term leave at the rate of ten days annually;
 - Medical insurance;
 - Paid holidays at the rate of eight (8) days per year; and
 - Sick leave at the rate of one (1) day per month.
 - Vision and Dental plans available at employee's expense.
- Professional development opportunities are available contingent upon funding and approval.
- This position is classified as exempt and as such is not eligible for the overtime provisions of the Fair Labor Standards Act.

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.
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Effectively communicate with a variety of audiences in various settings.

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:

SUBMIT COMPLETED APPLICATIONS: By email to isk@specialkidscrusade.org, or by mail to 1900 Garden Road, Suite 230, Monterey, CA 93940. Materials submitted become the property of Special Kids Crusade and will not be returned.

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.