

LAKEVILLE AREA SCHOOLS

POSITION DESCRIPTION

POSITION TITLE: Extended School Services Inclusion Specialist

DEPARTMENT / BUILDING: Extended School Services / Community Education Office

TITLE OF IMMEDIATE SUPERVISOR: Extended School Services Manager

BARGAINING UNIT: Non-Affiliated

POSITION SUMMARY: The Inclusion Specialist serves as a member of the Extended School Services team. The position is responsible for the intake, placement and continuous support for students who require additional accommodations and/or support to be successful within the Extended School Services programs. The Inclusion Specialist collaborates with students, families, program staff and district staff to ensure the needs of each student are met. This position is within the Community Education Department and is year round.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Ensure Extended School Services programs maintain compliance with the Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA) and Section 504 Rehabilitation Act regarding the accommodation of the individuals with identified inclusion need.
2. Review and gather registration information to identify situations that need further review of IEP's, 504 Plans and other clarifying information.
3. Create and update individual assessments for each student with identified inclusion needs using data gathered from a variety of resources including students, parents, staff, district staff and others.
4. Consult with program and district staff about accommodations, support and behavior management of students.
5. Assist Extended School Services Manager with Local Special Needs Levy budget and qualifying logistics as well as tracking of students for state/annual reports.
6. Schedule and participate in parent/student meetings in conjunction with appropriate district and program staff to ensure student's success in program.
7. Identify and assist with implementation of action plan to ensure student success.
8. Work with program staff, Coordinators and Manager when necessary in recruiting, identifying, hiring and supervising additional adult support needed for students.

9. Participate in program as additional support for student if needed or fill in when subs are not available.
10. Identify, train, support and mentor program staff in inclusion needs, matters and positive behavior support.
11. Maintain proper documentation of support needed in Extended School Services for each student and ensure appropriate information and individual plans are shared with program staff.
12. Visit program sites and observe students with inclusion needs or behavioral issues, as needed.
13. Lead trainings with program staff as needed to ensure student success.
14. Evaluate each student's accommodation plan and support as needed.
15. Identify practices and procedures and assist in the development of improvement plans that are consistent with district and department guidelines, program goals and health recommendations.
16. Meet regularly with and serve as liaison with Lakeville Area Schools Special Education Department as well as Intermediate School District #917.
17. Establish relationships with other resources and organizations to maintain cutting edge knowledge of the field.
18. Identify needed supplies and /or equipment to enhance program delivery for students with special needs.
19. Attend department meetings, district meetings and PLCs.
20. Attend professional development opportunities and stay up to date with current trends.
21. Ability to communicate clearly and sensitively to parents, staff and students concerning policy, mission and procedure, both written and orally.
22. Ability to exercise good judgement and discretion, especially with high regards to sensitive or confidential information.
23. Ability to handle multiple tasks in a fast-paced environment.
24. Ability to focus on task on hand and possess excellent attention to detail.
25. Must work well as part of team and individually.
26. Ability to work non-traditional hours when required which include before school, after school and non-school days.
27. Perform other duties as assigned by the Extended School Services Manager.

REQUIRED QUALIFICATIONS:

1. Bachelor Degree in Special Education, Behavior Analysis or related field.
2. Three or more years experience working with individuals with special needs. Previous experience working with school-age children with special needs preferred.
3. Ability to maintain a positive, collaborative culture when supporting individuals with physical, developmental, medical or behavioral special needs.
4. Knowledge of developmentally appropriate activities of children.
5. Current CPR and First Aid certification.
6. Current Crisis Prevention and Intervention (CPI) certification.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand				X
Walk				X
Sit				X
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X	X	
Talk, see and hear				X
Taste or smell			X	
Physical (lift and carry):				
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

DATE: 8/2/2019