



# Lynden Christian Schools

## JOB DESCRIPTION

**POSITION TITLE:** Middle School Inclusion Specialist

**RESPONSIBLE to:** Director of Student Academic Services

**POSITION HOURS:** Full-time (1.0 FTE)

**JOB SUMMARY:** The Inclusion Specialist will oversee and provide instruction of students with diverse needs in an inclusive setting. The Inclusion Specialist will provide support to the general education teacher meeting the needs of all learners in their classroom.

### QUALIFICATIONS:

1. A baccalaureate degree in education with Special Education endorsement or pursuant of a Special Education degree from an accredited college or university.
2. A valid teaching certificate – Washington State or otherwise, or qualifications to attain such by the beginning of the summer.
3. Experience in teaching middle school students, preferred.

### CONDITIONS OF EMPLOYMENT:

1. Work Year: 2023-2024
2. Starting Date: August 2023
3. Salary: \$40,289- \$67,800, depending on years of experience
4. Benefits: This position does qualify for healthcare benefits, retirement benefits, and 3 personal days. Sick leave and personal leave are prorated based on employee start date.

### RESPONSIBILITIES:

1. *Demonstrate love for God:*
  - a. Express specific knowledge of the Bible and its application to middle school education.
  - b. Give Christian service to others both within and outside the school.
  - c. Model and exemplify Christian walk in speech and acts.
  - d. Submit to authority out of obedience to Christ.
  - e. Encourage the concept of discipleship, stewardship, and service for self and students.
2. *Demonstrate love for students:*
  - a. Treat each child as uniquely gifted by God for the purpose of serving others (I Peter 4:10).
  - b. Show through actions that each child is made to reflect God himself.
  - c. Discipline all students fairly and firmly out of love for them.
3. *Demonstrate Christian professional competence and vision:*
  - a. Collaborate with general education teachers concerning students who are at risk in the learning environment. (Consultation Role)



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- b. Remediate learning deficits through direct instructions with students (Teacher Role)
  - c. Coordinate the work of para educators. (Supervisor Role)
  - d. Maintain a valid state level teacher certification in Special Education or with an endorsement of Special Education.
  - e. Develop a yearly Professional Growth Plan to demonstrate professional skills and certification.
  - f. Collaborate and consult with general education teachers, administrators, and parents concerning students receiving direct and indirect services including:
    - a. Academic adjustments
    - b. Social / emotional development
    - c. Providing necessary materials
  - g. Based on the student's needs, meet regularly with Student Support Teams to discuss student progress and evaluate support.
  - h. Coordinate formal teacher to teacher and teacher to para educator team meetings as necessary.
  - i. Manage the implementation of Student Support Plans.
  - j. Manage student learning progress protocols in required timelines.
  - k. Participate in the evaluation of students that are in need of Tier 3 (high needs) supports relative to academic progress, learning needs, and social/ behavioral, spiritual development plans.
  - l. Report evaluations of student progress with the principal, counselor, classroom teacher and parents/guardians.
  - m. Make suggestions of effective teaching strategies relative to assessment results.
  - n. Maintain Student Support Plans. Updating plans annually collaboratively with the Director of SAS as needed.
  - o. Design and deliver instructions and lesson plans appropriate to the neurodevelopmental and academic needs of students who have disabilities (including home and life skills if needed).
  - p. Integrate a variety of materials into the learning environment appropriate to the unique learning styles of the learners.
  - q. Maintain communication with parents of students receiving services.
  - r. Plan and take the lead in parent/teacher meetings three times a year for students with specially designed instruction.
  - s. Ensure compliance implementing Student Support Plan and ISP goals with parents/guardians, teachers and students.
  - t. Maintain student files of required data as directed by Director of Student Academic Services.
4. *Lead and Communicate effectively according to Biblical standards.*
- a. Cast and share vision for the summer school program, the Lynden Christian mission, and the child to support the sustainability of the program



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- b. Collaborate with administration, staff, families, and students to ensure the most effective summer school program
  - c. Communicate clearly, honestly, and with great concern for the audience in written and spoken form.
  - d. Use resources efficiently and effectively for the sake of students, staff, the program, and the school
5. *Build Christian Community within and outside the school:*
- a. Support students, teachers and support staff, and administration.
  - b. Assist students and staff in the classroom, on the playground, in hallways, with personal guidance
  - c. Support staff members by listening, learning, worshipping, and exchanging advice for helping students meet the goals of the summer school.
  - d. Work with teachers and parents for help in educating their child.
  - e. Provide and support a culture and atmosphere that fosters learning and Christian community.
6. *Perform other duties as assigned related to the summer school director and program*