



Warmenhoven Institute for Inclusion

INCLUSION COORDINATOR/SPECIALIST POSITION

The Inclusion Coordinator/Specialist position for the Santa Clara Office of Education (SCCOE) encompasses a wide variety of duties. The main function of the Inclusion Coordinator/Specialist, as an advocate for all children, is to ensure that a continuum of inclusion opportunities is provided, as individually appropriate, for students who receive Special Education services from birth through 22 years of age, as designated through the IFSP/IEP process.

The Inclusion Coordinator/Specialist provides consultation services for SCCOE, as well as for the 32 districts throughout Santa Clara County.

The duties and responsibilities of the Inclusion Coordinator/Specialist include, but are not limited to:

- Observing and making recommendations for students who receive Special Education services that are currently included in early education, preschool, and general education classes, for part or all of their school day.
- Observing and making recommendations of preschool students who do not have disabilities, and who are enrolled in early learning environments that may require educational, behavioral and socialization modifications/adaptations in their current programs.
- Consulting and collaborating with teachers, psychologists, principals, parents and district representatives about individual student concerns and successes in inclusive environments.
- Supporting teachers, principals, program directors and parents in their efforts to include *new students* in all educational environments.
- Attending Individual Education Plan (IEP) meetings to support student inclusion by presenting observation reports and making recommendations.
- Giving workshops and presentations to SCCOE staff, districts and agencies in areas of inclusive practices.
- Maintaining a current library of materials on inclusion for professionals and parents; including books for children about children with disabilities, on friendships/cultures, etc.
- Participating on a variety of committees in the area of Inclusion for students from birth through 22 years of age.
- Assisting the Inclusion Collaborative Manager in setting up new inclusion sites, which includes maintaining relationships and communication between special and general education administrators, parents, teachers and DIS staff.