



## **Marion County School District Job Description**

**Title:** Inclusion Facilitator

**Qualifications:**

1. Minimum of one of the following:
  - a) Associate's Degree
  - b) 60 Hours of college credit
  - c) High School Diploma and Passing score on Parapro test
2. Demonstrated aptitude for the work to be performed by successfully completing a trial period as a substitute in the available position or similar position
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**Reports To:** Principal

**Job Goal:** To provide support to the instructional program with specific responsibility for assisting in the supervision, care and instruction of students with autism and similar developmental disabilities, assisting in implementing plans for instruction, monitoring student behavior, documenting activities and progress and supporting students' IEP goals.

**Performance Responsibilities:**

1. Under supervision of teacher/administrator, effectively plans and prepares for classroom activities
2. Adapts classroom activities, assignments and/or materials as assigned by the supervising instructional staff for the purpose of supporting and reinforcing classroom objectives.
3. Assists the teacher/administrator in maintaining a positive classroom climate through affirmative management techniques and by demonstrating enthusiasm for learning
4. Respects confidentiality of students, school and district information
5. Participates in staff development activities, such as first aid, CPR, emergency procedures, in-service workshops, conferences, etc. for the purpose of acquiring and/or conveying information relative to job functions

6. Communicates with supervising instructional staff, professional support personnel and parents for the purpose of assisting in evaluating progress and/or implementing IEP objectives
7. Creates a variety of documents and materials such as games, schedules, visual supports, observation, success logs, etc. for the purpose of documenting activities and promoting student growth and development
8. Maintains instructional materials, daily activity / incident logs and/or manual and electronic files/records for the purpose of ensuring availability of items, providing written reference and/or meeting mandated requirements
9. Monitors students during assigned periods within a variety of school environments including both one-on-one and embedded in-class routines for the purpose of maintaining a safe and positive learning environment
10. Participates in the determination, development, implementation and evaluation of behavioral, instructional and/or curricular management for eligible students for the purpose of improving the quality of student outcomes
11. Collects ongoing daily data on IEP objectives for the purpose of reviewing with autism teacher and ensuring IEP requirements are being met and are adequate for the students' needs
12. Is punctual and regular in attendance
13. Displays loyal support for the school and district
14. Other duties as assigned by building administrator

**Terms of Employment:**

190 days

**Evaluation:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Staff

**Starting Salary Range:** \$16,500-\$20,900