

## Duty Statement

### Inclusion Specialist

1. Organizes and implements services for pupils with severe handicapping impairments so they can be fully included in the regular educational/classroom setting. (Code 1)
2. Provides positive reinforcement training to students about good health and safety habits, neuromuscular coordination, meaningful communication, good peer relations, obedience and respect for authority, and the use of practical skills and habits. (Code 1)
3. Provides creative and adaptable learning experiences in various subject areas for the development of all the senses. (Code 1)
4. Provides an environment where the pupil can learn self-control, adaptability to various social situations, and other acceptable emotional behaviors. (Code 1)
5. Strives to reduce failure experiences during the school day and provides opportunities for each pupil to experience success. (Code 1)
6. Develops lesson plans and conducts field trips to provide meaningful experiences which reinforce concepts taught in the classroom. (Code 1)
7. Provides real life experiences such as home-making and self-help skills and pre-occupational and occupational skills insofar as each pupil is able to respond. (Code 1)
8. Provides an individualized program for each pupil, establishing standards of acceptance and responsibility, and adjusting the curriculum to individual needs. (Code 1)
9. Works closely with parents in helping them to reinforce training practices started in the classroom as well as helping with developmental problems of the pupil. (Codes 1, 7, 8)
10. Confers frequently with district pupil service personnel and other auxiliary teachers concerning various problems of individual pupils to assist in referral, diagnosis or remediation. (Codes 1, 7, 8)
11. Meets with families and/or guardians concerning student's medical needs and refers to Medi-Cal covered services. (Codes 4, 8)
12. Handles complex discipline problems unique to the individual pupil. (Codes 1, 7, 8)
13. Writes learning or behavioral objectives for each pupil and translates these objectives into learning experiences. (Codes 1, 7, 8)
14. Makes progress reports on each pupil as required. (Code 1)
15. Select appropriate books, instructional aids, equipment, and materials for classroom use. (Code 1)

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16. Maintains professional competence through participation in in-service education opportunities provided by the district and/or in self-selected professional growth activities. (Code 1)
17. May plan and coordinate inclusion activities with assigned staff. (Code 1)
18. Consults with other professionals, both within the district and with outside agencies concerning individual cases including health and Medi-Cal covered services. (Codes 4, 8)
19. Attends meetings to discuss the needs of individual students, make recommendations, and referrals to Medi-Cal covered services. (Codes 1, 4, 8)
20. Assists families in gathering information that may be necessary to complete the Medi-Cal/Healthy Families application or re-determination process. (Code 6)
21. Assists families by scheduling or arranging for the transportation to Medi-Cal covered services. (Code 10)
22. Arranges for or provides translation services (oral, written or signing) that assist the individual to access and understand necessary care or treatment covered by Medi-Cal. (Code 12)
23. Attends meetings on MAA program. Completes the time survey quarterly. (Code 15)
24. Attends collaborative meetings to develop strategies to improve the delivery and/or coordination of Medi-Cal covered services. (Code 14)
25. Evaluate and recommend appropriate assistive technology and modified materials for pupil's use. (Code 1)
27. Prepares written assessment reports, present levels of performance, annual goals and short term objectives for review at IEP meetings. (Code 1, 2)
28. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
29. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
30. Reviewing school policies, procedures, or rules. (Code 16)
31. Providing general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)
32. Completing personal mileage and expense claims. (Code 16)
33. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)