

# NEIGHBORIMPACT

## JOB DESCRIPTION

**Job Title:** Inclusion Assistant  
**Reports to:** Site Lead

### **Job Purpose:**

The Inclusion Assistant assists Head Start teaching teams with classroom implementation of Individual Family Service Plans and/or individualized support plans while promoting inclusion for children with high needs. The duties vary depending upon the individual needs of the child or children served. Daily tasks are assigned by the Family and Inclusion Services Manager and teaching team and have a direct focus on an individual child or small group of children. This position is represented under a collective Bargaining Agreement.

### **I. Duties, Task, and Responsibilities:**

- Ensure individualized services to children consistent with individual support plans
- Assist and model for staff, effective strategies to support social, emotional skills and positive behavior
- Coordinate and develop small group activities with individual children
- Provide assistance with development and implementation of individualized child tools
- Adapt materials and lessons for individual child needs
- Implement teaching strategies that support communication, self-control, social emotional skills
- Model positive social interactions
- Participate in Child Staffings and IFSP meetings, as assigned
- Complete home visits, as assigned
- Reinforce positive behavior and redirect or intervene consistently when negative behavior occurs
- Observe, record and chart children's developmental progress and behavior weekly
- Participate with and closely supervise children during activity time, playground activities, emergency drills, and field trips
- Participate in family-style meals modeling appropriate behavior
- Assist children with daily self-help skills, including toileting and diapering consistent with program policies and procedure and individual plans
- Supervise and monitor children at all times

#### ➤ **Bus Monitoring**

- Monitor children on the Head Start bus, as assigned
- Assist bus driver in maintaining safety on the bus
- Ensure that all child passengers are in appropriate safety restraint systems
- Ensure safety of children during boarding and exiting the bus
- Prepare for and assist with emergency evacuations
- Handle emergency situations calmly and quickly
- Plan and implement a positive educational environment for children on the bus
- Complete post trip bus checks at the end of each route

#### ➤ **Additional Responsibilities**

- Participate as constructive, contributing, positive team member
- Attend meetings, trainings, and appropriate professional development activities as assigned
- Maintain client and family confidentiality according to agency policies and procedures including HIPPA and FERPA requirements

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- Ability to follow Head Start program policies and procedures and NeighborImpact Employee Handbook
- Report suspected child abuse following agency reporting policy and procedures

### II. Knowledge, Skills, and Abilities:

- Ability to demonstrate sensitivity and respect for diversity
- Ability to support and promote inclusive environments for children with special needs
- Ability to follow individual special need plans for children
- Ability and desire to work patiently and compassionately with children who have challenging behaviors and other special needs
- Specialized knowledge of child growth and development
- Excellent skills in listening to and speaking with children and adults
- Ability to build and maintain positive relationships
- Ability to engage in and support positive social and emotional interactions with children, families, and co-workers
- Ability to relate to children of varying ages, disabilities and behaviors
- Ability to relate to adults of varying social and economic backgrounds
- Ability to communicate ideas, concepts and techniques to adults of various abilities
- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation
- Demonstrated ability to be prompt, dependable and flexible
- Ability to follow Head Start program policies and procedures and NeighborImpact Employee Handbook

### III. Qualifications:

- High School Diploma or GED required
- Associate's or Bachelor's degree in early childhood education, child development or similar preferred
- 6 college credits in Early Childhood Education or equivalent or CDA certification
- Course work or training in working with children with special needs or child mental health
- One year of pre-school experience in an early childhood center. Head Start preferred
- Must be able to promote positive communications within and outside Head Start
- Bilingual English/Spanish preferred
- Head Start parent or past parent preferred
- Frequent kneeling, stooping, bending, and sitting on the floor to attend to children's needs. This position is rated as active and regularly requires the individual to lift 50 pounds
- Must be able to ride a school bus with children for assigned periods of time
- Must have an initial health examination, including a TB screening, and a periodic re-examination (as recommended by health care provider) to assure that the employee does not, because of communicable diseases, pose a significant risk to the health or safety of others, that cannot be eliminated or reduced by reasonable accommodation
- Prior to date of hire and throughout employment:
  - Valid driver's license
  - Proof of current auto insurance
  - Food Handler's Card
  - Current enrollment in the OR Child Care Division-Criminal History Registry
- Within 60 days of hire, Pediatric CPR/First Aid certification is required
- Above certifications must be kept current to remain employed
- Access to reliable transportation required

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### IV. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required
- Fair Labor Standards Classification: Non-Exempt
- NeighborImpact is an equal opportunity provider

### V. Signatures:

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_