

January 24, 1994

S.D. NO. 2 (CRANBROOK) _

POSITION: INTEGRATION COORDINATOR

SCOPE AND PURPOSE:

To provide services to school based teams, classroom teachers and child care workers to support "Inclusive Schools." In addition, the Integration Coordinator evaluates the integration process including child care worker job performance/competence and facilities.

DUTIES AND RESPONSIBILITIES:

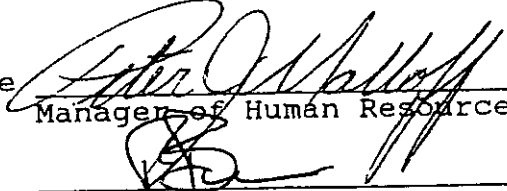
1. to assist school based teams with planning and programming for special needs students. This would include developing a district Individualized Education Program form as well as assisting with writing Individualized Educational Programs for special needs students.
2. to select and secure appropriate materials and equipment for special needs students.
3. to assist teachers with modification of programs for special needs students so individual needs can be met.
4. to provide inservice to child care workers at the school level. This would include training for specific tasks and could include inservice for teachers as well.
5. to model appropriate strategies and techniques for teachers and/or child care workers to use to assist special needs students in the regular classroom. To act as a liaison between district special education staff, school based teams and outside agencies involved in providing services to students.

6. to further communication among classroom teachers, special education teachers, administrators and other personnel.
7. To review the integration process including teacher and child care worker roles and working environment.
8. to be responsible for other job related duties as might be assigned by the Director of Instruction: Student Services.

QUALIFICATIONS:

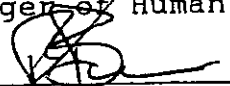
1. Training in Special Education.
2. Successful teaching experience with children with special needs.
3. Must be eligible for membership in the CDTA.
4. Must be eligible for membership in the B.C. College of Teachers.
5. Familiarity with assessment program materials and writing Individualized Education Programs.
6. Ability to work effectively with teachers, child care workers, parents, students and administrators.
7. Able to provide programming support to teachers and direction to child care workers.

Board Representative



Manager of Human Resources & Operations

CDTA Representative



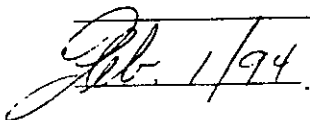
President, CDTA

District Supervisor

Director of Instruction: Student Services

Employee

Date



1/94