

Inclusion Lead

The goal of this position is to provide guidance to staff for individualized interventions and accommodations that facilitate students' ability to operate peacefully and productively in the classroom. The Inclusion Lead assesses and prepares for the social, emotional, and sensorial needs of students requiring additional support within the Montessori environment. Behavioral Intervention Plans (BIP), supports, and accommodations should be designed to be minimally intrusive and can be withdrawn when students demonstrate the ability to succeed independently.

The Inclusion Lead is responsible for creating and maintaining support materials for classrooms or individual students. They oversee the tracking, progress, and outcomes of BIPs, ensuring needs are met, while performing duties under the supervision of MCH's Administrative staff.

Adherence to Montessori Philosophy, Principles, and Practice

The Inclusion Lead shall conduct their work in alignment with the philosophy and practices articulated by the Association Montessori Internationale (AMI) and MCH's Administration.

Hours and Physical Requirements

The Inclusion Lead shall be present during school hours and work additional time as needed to fulfill responsibilities. This includes:

- Ensuring behavioral support materials are clean, complete, and organized; developing materials as necessary.
- Preparing to communicate with staff and support students upon arrival.
- Creating individualized and classroom-based intervention plans.
- Providing professional development materials on supportive, inclusive environments.
- Offering consultation and training on materials and one-on-one interventions with students.
- Maintaining communication between staff, administration, and families regarding behavioral interventions and student progress.

Working with Staff and the School Community

The Inclusion Lead will meet regularly with the leadership team and relevant support staff. Communication with all members of a student's behavioral team is essential. The IL will treat team members respectfully while providing direction and instruction for those assisting students in the classroom, ensuring consistent implementation of interventions. The Inclusion Lead will participate in the upkeep of school areas and shared environments.

Record-Keeping

The Inclusion Lead will ensure that office/classroom files for professional development and individual children are up to date. The following will be recorded and provided to MCH's Administrative staff, who will determine what becomes part of the child's permanent record:

- Behavior reports
- Behavioral Intervention Plans (BIP)
- Important communications with caregivers
- Annual assessments and observations
- Records of interventions and outcomes

The Inclusion Lead will maintain ongoing written records for each child needing support, including baseline observations, areas needing assistance, and recommendations for interventions.

Annual Behavioral Assessments and Summaries

- The IL will coordinate with MCH's Administrative staff the implementation of bi-annual ASQs.
- The IL will create and maintain annual assessments and summaries for each child with a BIP.

Confidentiality regarding child assessments is paramount. Any part of a child's record or documentation with identifying information taken from the school must be signed out through MCH's Administrative staff.

Professional Development

- The IL will attend all staff meetings and functions scheduled by MCH's Administrative staff.
 - The IL may present relevant training to other MCH staff as appropriate.
- The IL will take responsibility for continued professional development by attending workshops, observing at other schools, and developing relevant skills.
 - The school will cover costs for maintaining inclusion-related accreditation (Child Study).
 - The IL will receive an annual Professional Development Stipend for trainings and certifications.

The IL will maintain records of and adhere to the annual budget.

Health and Safety

The IL is expected to have RRCAN, ICCHS, PBBT, FFL, ASQ training, as well as approved First-Aid/CPR/AED Trainings, keeping them updated as needed. The IL will follow all health and safety standards, including:

- Food Handling
- Fire/Emergency Safety
- Earthquake Preparedness
- Lockdown Procedures
- The school's child health and safety standards

The IL is responsible for applying these standards in classrooms and during outings.

Communication

The IL will ensure respectful, professional, and timely communication with all members of students' behavioral intervention teams (families, staff, and specialists). The IL will be available through written and verbal communication, setting up conferences and educating others in inclusive practices and behavioral accommodations. This includes:

- Written communications
- Regular virtual updates (email, Transparent Classroom, etc.)
- Evaluations and contributions to conference reports
- Participation in Community Education and Staff Training events throughout the year
- Collaboration with colleagues and the leadership team for innovative practices aligned with the school's mission
- Modeling integrity, curiosity, responsibility, creativity, and respect for all individuals, appreciating racial, cultural, gender, and neurodiverse diversity.

In general, MCH's Administrative staff should be included in all communications. The school's communication policies will be followed at all times.