

Inclusion Coordinator Job Description

Job Description

- Educate staff about, and help implement, the Inclusion Policy as appropriate and/or required, modeling as needed.
- Work with teaching staff to develop tools, strategies, and differentiation approaches to address individual student needs.
- Serve as the school's liaison with organizations that assess and assist students with special educational needs.
- Develop, update and assist in the implementation of Individualized Education Programs/ Plans (ILPs) for students with special educational needs.
- Monitor students on ILPs in order to determine progress, and collect, record, and analyze data for the purpose of providing feedback for progress and term reports.
- Participate in the collaborative planning process for each grade level in order to support teachers in meeting student needs.
- Create and deliver staff workshops on, but not limited to, the following:
 - Differentiation of instruction.
 - Special Educational Needs (SEN) in the classroom with special attention to dyslexia, dyspraxia, and dysgraphia and strategies to address them.
 - Attention Deficit Disorders (ADD) and strategies to address them.
 - Recognising Autism Spectrum Disorder (ASD) and developing strategies to reach those students.
 - School policies regarding inclusion, behavior, and child protection and safeguarding, and other relevant policies.

Job Requirements

- Bachelors Degree in Child Psychology and/or Special Educational Needs or related field.
- Exceptional English and Arabic language skills.
- Minimum of three years experience in working with children and/or students with special educational needs.

- Ability to teach and lead educational information sessions to students, parents, staff and the wider community.
- Exceptional organization and presentation skills.
- Preference given to those who have evidence of professional development courses and/or training regarding child protection and safeguarding
- A foreign-based license or qualification to serve as a school counselor
- Evidence of professional development courses in social, emotional, and psychological needs counseling and special educational needs.