



SAMPLE

Religious School Inclusion Coordinator & Learning Specialist

Policy

- The educator is expected to familiarize him/herself with and abide by the policies and procedures outlined in the Beth El Religious School Educator Handbook.

Before the Beginning of the School Year

- Collect and process all the IEP's (begin process over the summer) by conducting intake sessions and meeting with and or speaking to parents about their child's learning needs.
- Give educators appropriate information on learners with special learning needs PRIOR to the beginning of the school year.
- Provide educators with curricular goals/outlines based on instructional needs of learners.

Collaborating with Educators

- Provide educators with curricular goals/outlines based on instructional needs of learners.
- Provide guidance to educators in modifying their lessons to meet various student needs (for kids with or without IEP's).
- Aide educators and assistants by promoting best practices for varied learning styles and recommending activities, strategies, remediation procedures and resources for specified learners.
- Facilitate a seamless transition of learners from one grade level to the next.
- Develop one 1 hour professional development session for educators in collaboration with the Director.
- Work with assistant educators to ensure that they are prepared to meet the needs of special needs learners in their respective classes.

Working with Learners

- The Learning Specialist is responsible for helping to create an engaging atmosphere where *Derech Eretz* is treated as a priority value.
- Develop opportunities for remediation for learners who demonstrate need.
- Implement opportunities for enrichment in the classroom setting to meet the needs of gifted learners.
- Provide pull-out for learning, social or behavioral reasons, on an as needed basis.
- Ensure that learners respect their peers and leaders and maintain the physical space and facilities at Beth El as outlined in the Code of Kavod (behavioral expectations) in both the Educator and Family Handbooks.