



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Inclusion Specialist – Head Start / VPK  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**PAY GRADE:** Teacher Salary Schedule  
**BARGAINING UNIT:** BTU  
**REPORTS TO:** Director or designee  
**CONTRACT YEAR:** 196, 206 or 216-day contract as required by department

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**POSITION GOAL:**

To serve as a liaison with schools and the Exceptional Student Learning Support team to ensure students with disabilities are identified and appropriately placed. To provide on-site procedural and curricular assistance to teachers with regard to the education of students with disabilities in the inclusive environment.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Inclusion Specialist – Head Start / VPK shall carry out the performance responsibilities listed below.**

- Serves as case manager responsible for coordinating with the school-based ESE Specialist in the development, monitoring, and implementation of the inclusion student's Individual Education Plan (IEP).
- Maintain accurate and confidential records on all assigned students.
- Provide professional development to all Head Start and VPK teachers working with Exceptional Education students.
- Assist schools with the identification and placement of Head Start and VPK students with disabilities.
- Assist the classroom teacher with implementing best inclusive practices within the classroom and school setting.
- Assist the classroom teacher with accommodations and strategies for the inclusion student based on the student's individualized needs.
- Assist the teacher in developing the instructional plan for assigned students.
- Communicate effectively with parents, colleagues, school-based ESE Specialists, and other stakeholders to ensure that IEPs for students with disabilities are implemented with fidelity.
- Utilize the electronic management system to generate IEP documents.
- Meet with ESE curriculum supervisors monthly with regard to curricula, related services and program delivery systems for students with disabilities.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in professional learning programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, including Head Start/Early Head Start Performance Standards, if applicable, as well as School Board policies.
- Perform other duties as assigned by Director or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution.
- Florida certification in at least one area of exceptionality.
- A minimum of three (3) years within the last five (5) years as an ESE Specialist, ESE Teacher, Teacher Specialist, Master Teacher, or Instructional Facilitator.
- Valid Florida Certification in Pre-k/Primary, Early Childhood or Preschool Education.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Prior experience as a department head, team leader, teacher specialist or instructional coach.
- Bilingual skills.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

On a daily basis, coordinate with schools, ESLS Department, and teachers to ensure proper placement and quality instruction of students with disabilities.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved:

Board Adopted:

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