



Minnesota JCC

## **JOB DESCRIPTION**

**TITLE:** Inclusion Coordinator – Early Childhood Center  
**DEPARTMENT:** Inclusion  
**STATUS:** FT  
**CLASSIFICATION:** Exempt  
**SUPERVISOR:** Inclusion Coordinator/Inclusion Director  
**LOCATION:** Sabes Center, MPLS; Capp Center, St. Paul

## **POSITION SUMMARY**

The Inclusion Coordinator – Early Childhood Centers, reports to the Inclusion Director and works in partnership with the Director of Early Childhood Services and ECC Directors. The Inclusion Coordinator – Early Childhood Centers, will support ECC teachers and children, observe and evaluate children’s development, and work collaboratively as part of a team. The Advocate will also work closely with the Inclusion Director and Inclusion Coordinator to ensure an inclusive environment for all children.

## **ESSENTIAL FUNCTIONS**

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee in this position. Activities, duties, and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Provide a positive and nurturing environment for each child to foster a sense of belonging, dignity, and purpose in the Minnesota JCC Community.
- Support ECC teachers and children in daily classroom operations.
- Observe and keep anecdotal records on child’s development
- Provide support and share resources with co-workers such as information in areas of gross motor, fine motor, cognitive, development, developmental milestones, social-emotional development, and speech/language
- Role modeling best inclusive practices for both staff and other children to promote full inclusion
- Attend weekly team meetings to discuss progress and inclusive strategies
- Develop and implement strategies to address behaviors and inclusion challenges in specific classrooms
- Know and follow ECC health and behavior policies and guidelines
- Observe health and safety of children and report any condition needing attention, help children with eating, dressing, toileting, and sleeping habits, and reporting any concerns directly to ECC Leadership
- Foster relationships with families through communication regarding activity, growth, and development
- Provide support and resources to ECC student caregivers as needed during the Inclusion protocol.

## **QUALIFICATIONS/REQUIREMENTS**

- Previous experience and enjoy working with children who have challenging behaviors and/or special needs
- Meet Rule 3 DHS requirements for position
- A passion for working with young children and their families, especially those who may need extra support
- Have effective communication skills (written and verbal)
- Strong interpersonal skills with people at all levels and in all settings relevant to the Minnesota JCC and ECC mission/vision
- Ability to relate to a highly diverse environment and to be a team player

- Ability to function productively in a fast-paced high-pressure environment, work independently and accept direction
- Have energy and physical stamina
- Anticipate and prevent problems; utilize problem solving skills
- Exercise discretion and independent judgement with respect to matters of significance
- Calm and positive attitude

**COMPETENCIES**

- Proficiency in Microsoft Office Suite
- Excellent verbal and written communication skills
- Proven attention to detail, time management and problem-solving skills
- Positive attitude and dedication to providing exceptional customer service
- Commitment to the highest professional and ethical standards

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to verbally communicate with others. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Toddler teachers are regularly required to stand, walk, stoop, kneel, crouch, or crawl at child level (on the floor) for various daily activities. Must be able to lift and push up to 50 pounds. Frequently required to work in outdoor weather conditions.

**Work Environment**

This position operates primarily in a professional office environment and routinely uses standard office equipment such as computers, printers, phones, copy machines and filing cabinets. This position operates out of two locations – the Sabes Center, in St. Louis Park, MN and the Capp Center, in St. Paul, MN.

EEOC Statement: The MN JCC provides equal opportunity to employees and applicants for employment in accordance with applicable laws. Personnel decisions are made on the basis of merit and the needs of the organization. The MN JCC does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, genetic information, sexual orientation, age, military or veteran status, membership or activity in a local human rights commission, or any other status protected by law.

**EMPLOYEES STATEMENT OF ACCEPTANCE**

I accept the conditions associated with this job description and agree to work with management to accomplish the goals of the Center.

\_\_\_\_\_

Date

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor