

## Afterschool Inclusion Coordinator

### **ABOUT THE JCC EAST BAY**

The JCC East Bay is a welcoming home for people of all ages and life stages. Inspired by Jewish values, culture, and tradition, we build interpersonal relationships, foster learning and curiosity, and offer accessible pathways to Jewish life. The JCC's core programs include early childhood education and preschool; camp and afterschool programs; teen engagement; older adult activities; intergenerational Jewish holiday celebrations; and ongoing opportunities to connect with Jewish life and our richly diverse community. The JCC East Bay operates from four locations: our full-service building in Berkeley, afterschool programs at Joaquin Miller Elementary and Hintil Elementary in Oakland, and administrative offices on our soon to be flagship campus in Oakland.

### **POSITION SUMMARY**

The Afterschool Inclusion Coordinator reports to the Director of JCC Kids' Club Joaquin Miller. The Inclusion Coordinator plays a vital role in the support of students on the spectrum and with other social, emotional, and behavioral challenges at the JCC Kids' Club Afterschool Program at Joaquin Miller Elementary. The Afterschool Inclusion Coordinator demonstrates leadership abilities and maintains a positive and inclusive environment for students who need extra support as well as for their families. This position is approximately 26 hours/week.

#### Administrative

- Help create toolboxes, alongside the Program Director, for students who need extra support in behavioral and emotional management.
- Create a "playbook" for necessary students, which includes any goals that the student should strive to achieve each day; partner with parents on rewards systems to ensure standardized systems for consistency at home, school, and afterschool.
- Maintain organized students' files.
- Alongside the Program Director, coordinate all Behavior Technicians' schedules and sessions including space needed.
- Provide at least two trainings for staff throughout the school year.

#### Student Support

- Help regulate the emotions and behavior of students on the Autism Spectrum and who need additional emotional/ behavioral support.
- Facilitate regulation of heightened student emotions.
- Establish a clear objective for each inclusion child in partnership with family and their teacher.
- Assist teachers with conflict management between students.
- Assist in creating behavior contracts with the Program Director and Assistant Program Director and families when needed.
- Develop strategies for teachers to include and engage all students on the Autism Spectrum or who need extra support.

## Communication

- Inform staff of what the Autism Spectrum is and give any new or necessary information.
- Educate and inform teachers and parents of plans, objectives and progress as it relates to the child.
- Inform staff on different emotional zones (i.e., Red, Yellow, Green, and Blue) to be used as a case-by-case tool.
- Coordinate and communicate with the inclusion coordinator from the school to ensure smooth transitions, continuity of care from school to afterschool.
- Document all behavior contracts, disciplinary moments, and communication regarding them with parents and leadership.

## General

- Act as a positive and appropriate role model for children and fellow staff.
- Foster an inclusive environment for all students and staff.
- Ability to perform at a high level in a fast-paced team environment.
- Ability to manage multiple projects to meet deadlines.
- Proactive behaviors with leadership and consensus building skills.
- Goal-oriented and close attention to detail.
- Participate in weekly staff meetings.
- Must be able to create a schedule to check in with all sites and engage with problem solving and resource sharing.
- Must be comfortable upholding an antiracist program.
- Commitment to the mission of the JCC East Bay and knowledge of or commitment to learning about the Jewish community, values, and traditions.
- Consistent attendance as the Inclusion Coordinator is required as this role is a critical component of the success of the afterschool program.

## **REQUIRED MINIMUM QUALIFICATIONS**

- At least 1-2 years of experience working with children on the spectrum.
- At least 1-2 years of experience working with children grades K-5.
- ABA Training or other Special Education training.
- BA in Special Education or relevant field preferred.
- Excellent communication and organizational skills.
- Ability to organize tasks, and develop and implement plans to efficiently meet organizational goals.
- Ability to work in a team.
- Ability to push/pull and lift/carry objects weighing 50 pounds.
- Ability to walk and stand for extended periods of time.
- Ability to sit on floors and chairs, and to get up and down quickly.
- Ability to bend from knees and waist to help a child.
- Ability to maneuver in confined lavatories to aid children with toilet needs.
- Ability to respond without delay to the needs of young children.
- Regular and consistent attendance and ability to work a full shift; must be available Monday through Friday from 1pm to 6pm, and Wednesday 12pm-6pm.



The wage range for this position is \$26-\$30/hour. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays. This position is not represented by a union.

*The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.*

*Systemic inequities in hiring have caused women, people of color, LGBTQ+ folks, and others to apply to jobs only if they meet all of the qualifications. The JCC East Bay encourages you to apply anyway, as no one ever meets 100% of the qualifications. We look forward to your application.*