POSITION:
Inclusion Specialist

SUMMARY:
The Inclusion Specialist plays a crucial role in fostering a supportive and inclusive environment for students with diverse needs in early childhood through 8th grade. This position requires a deep understanding of child development, sensory integration, social-emotional development, and evidence-based intervention strategies, as well as the ability to provide guidance and support to students, classroom teams, and families. The Inclusion Specialist is a member of the teaching faculty and serves as a collaborative partner in supporting each child's success while upholding the principles of Montessori education. This position reports to the Associate Head of School.

CALENDAR / FTE: Twelve Month / 1.0 32 hours per week	**STATUS:** Non-Exempt / Hourly	**COMPENSATION:** $25.00 - $28.00 per hour Commensurate with education and experience
DEPARTMENT / LEVEL: Student Support (ages 3-14)	**REPORTS TO:** Associate Head of School	**START DATE:** October 2026

KEY RESPONSIBILITIES: (Include but are not limited to)

- Provide individualized support to students identified with academic, emotional, behavioral, sensory, developmental, or social learning needs. Work closely with students to promote emotional regulation, executive functioning, social skills development, independence, and positive behavioral choices through developmentally appropriate interventions.
- Collaborate with classroom teachers, families, Program Directors, and other appropriate team members to develop, implement, monitor, and revise Student Support Plans that promote student success. Utilize proactive, strength-based strategies that align with Montessori philosophy while supporting each student's individual needs.
- Work closely with classroom teaching teams to model strategies, provide coaching, and build staff capacity in supporting students with diverse learning and behavioral needs. Foster a collaborative approach that bridges evidence-based intervention practices with the Montessori philosophy and prepared environment.
- Collaborate with the Program Director of the level in which the student is currently enrolled to ensure alignment with program goals, student support strategies, and consistent implementation across classroom settings.
- Actively participate in the creation, implementation, ongoing monitoring, and evaluation of Student Support Plans. Collect and analyze academic, behavioral and developmental data, contribute to progress monitoring, and participate in Child Study, MTSS, Student Support Plan meetings, and other collaborative team meetings as appropriate.
- Stay informed about current research, best practices, and evidence-based interventions related to inclusion, child development, social-emotional learning, and behavior support, while thoughtfully integrating these practices within a Montessori framework.
- Must travel between our Gig Harbor campus and Creekside campus (Port Orchard).
- Perform other functions as necessary or assigned.

EDUCATION/CERTIFICATION REQUIREMENTS:

- Bachelor's degree in Special Education, Psychology, Counseling, Child Development, or a related field (Master's degree preferred).

SKILLS AND EXPERIENCE REQUIREMENTS:

- Previous experience working with students with academic, emotional, behavioral, sensory, or developmental needs, preferably in an educational setting.
- Knowledge of Montessori philosophy and methodology, or a demonstrated willingness to learn and effectively integrate Montessori principles into student support practices.
- Strong interpersonal skills and the ability to build positive, collaborative relationships with students, families, colleagues, and administrators.
- Ability to collaborate effectively with multidisciplinary teams and adapt interventions to meet the individual needs of students.
- Excellent organizational skills with a demonstrated commitment to reliability, follow-through, timely communication, and professional accountability.
- Ability to collect, interpret, and utilize data to inform decision-making and evaluate the effectiveness of interventions.
- Commitment to promoting inclusivity, equity, belonging, and the social-emotional well-being of all students while honoring the dignity, independence, and developmental journey of each child.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Ability to work indoors and outdoors in various weather conditions, including observing outdoor play.
- Ability to lift, hold, and move children weighing up to 50 pounds.
- Ability to stand, walk, run, and bend for extended periods.
- Frequent need to sit on floor, crawl, squat, kneel, and stoop to engage with toddlers at their eye level.
- Ability to move quickly to ensure child safety, as well as the capacity to assist in evacuations or emergencies.

PREFERRED SKILLS AND MINDSET

- Demonstrated ability to build positive relationships with children
- Demonstrated ability to work collaboratively within a team
- Demonstrated ability and commitment to follow through on tasks as assigned
- Demonstrated ability to work collaboratively with coworkers and families
- Prior Montessori experience

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Full-time employees are eligible for the following benefits:

- Health, vision, dental, and life insurance
- Retirement plan
- Generous paid time off
- Tuition remission

Applicants, please send the following to careers@harbormontessori.org

- Cover letter
- Resumé
- List of references (3): names, addresses, phone & email