# KCS ADMINISTRATIVE POLICY

**POLICY 1.62**

**Job Description: INSPIRE Room Lead PAGE: 1 of 1**

**Job Summary:** The INSPIRE Room Lead is responsible for overseeing the day-to-day operations and communication within the INSPIRE classroom (a multi-age resource room for students with complex needs). The INSPIRE Room Lead reports to the Director of Educational Support Services and collaborates with the INSPIRE teacher.

# Qualiﬁcations:

* minimum 4 year university degree
* courses or certiﬁcation related to complex needs (i.e. autism)

# INSPIRE Room Lead Expectations:

1. to support the implementation of KCS’s mission within the multi-age support classroom
2. to comply with BC professional standards for educators (see: [Policy 2.6 Professional Conduct](https://docs.google.com/document/d/1SCWVnOuNCoW-soRtaw0F60mDL9-Qcku8uSZuHfuHArQ/edit))

# INSPIRE Room Lead Responsibilities:

In addition to responsibilities outlined in the EA job description, the INSPIRE Room Lead will be responsible for:

1. Regular collaboration with Director of Educational Support Services and the INSPIRE teacher to discuss inclusion and implementation of strategies to support CB-IEP goals
2. Planning activities in collaboration with the INSPIRE teacher
3. Overseeing daily schedules and activities in the INSPIRE classroom
4. Communicating with parents about INSPIRE day-to-day activities and events via email and via Seesaw (online app)
5. Gathering evidence of learning and progress for curricular CB-IEP goals
6. Ensuring that health care plans are implemented and that safety protocols are followed
7. Overseeing INSPIRE support workers, providing them with direction during the day, and reporting any concerns or issues to the Director of Educational Support Services
8. Developing and sustaining a classroom community that encourages every student to thrive by:
   1. incorporating trauma-informed practices
   2. incorporating restorative practices in resolving conﬂict
   3. acting “in locus parentis” to care for students’ well-being while maintaining professional boundaries
9. Completing professional responsibilities as required:
   1. reporting student attendance promptly
   2. collaborating with colleagues (professional learning communities)
   3. participating in staﬀ meetings
   4. completing professional development
   5. responding to communication from parents or from administrators in a timely manner
   6. supervising students during breaks as scheduled
   7. participating in job performance evaluations

Revised January 2025