



JOB DESCRIPTION

TITLE: JAA Training Coordinator

REPORTS TO: JAA Manager

FLSA: Full-time, Exempt

PRINCIPAL FUNCTION:

As Jewish Atlanta continues to grow, Jewish Federation of Greater Atlanta intends to play a bold and creative role. Under the supervision of the Jewish Abilities Atlanta (JAA) Manager and in collaboration with the Jewish Abilities Atlanta Committee, this role plans and implements training programs and education to develop professional, volunteer, and lay leader skills in disability inclusion. to create a more welcoming Jewish Atlanta for people with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Educational Support

- Assist educational settings by supporting classroom assessments for Jewish students with disabilities.
- Support educational consultants conducting classroom observations and by providing classroom management feedback to Jewish educators, with the goal of making the classroom a more inclusive place for all students.
- Share inclusive models and programs used by other preschools.
- Develop toolbox of strategies, materials and resources to provide to programs to supplement recommendations.
- Create and implement plan for ongoing follow-up and support for teachers following observations.
- Utilize partnership with Jewish Families & Career Services when appropriate to recommend assessment for individual students as needed.
- Manage convenings of partner agency professionals and lay leaders in educational sectors to deepen knowledge, skills and collaboration around inclusion.

Trainings

- Provide neurodiversity-affirming training and support for all staff at supplementary schools, preschools and camps (residential and day) that will allow individuals with disabilities to be included and accepted for their authentic self.
- Deepen existing classroom management resources and training curriculum, incorporating tools and strategies for teachers to implement.
- Implement JAA Sensitivity and Awareness training curriculum across the community in collaboration with the JAA Manager.
- Acquire and maintain appropriate certifications relevant to the role and for continuing education.



- Expand Professional Inclusion Cohorts to additional sectors to engage community professionals in ongoing, collaborative learning about inclusion best practices and to foster inclusion champions across the Jewish Atlanta Ecosystem.

Information and Referral

- In collaboration with JAA team members, serve as an information referral source for families and agencies in the community, specifically regarding educational programs and resources.

Other

- Contribute education and training expertise to other JAA initiatives and services.
- Support other JAA programming, including Community Awareness events, advocacy efforts, and sector convenings.
- Promote the mission of Jewish Federation of Greater Atlanta at all times through superior customer service to all and through the efficient use and care of resources.

The above job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.

STATUS AND SCOPE: Support disability inclusion work in the broader Jewish community with a focus in the Jewish educational settings.

REQUIRED QUALIFICATIONS/ EXPERIENCE:

- Minimum 5 years full-time work experience with Special Education.
- Master's Degree in Special Education or an equivalent specialty degree.
- Experience working with individuals with disabilities and their loved ones.
- Experience with program coordination, management, and assessment, as well as supervision experience and gathering and organizing information and working directly with a local Jewish community.
- Demonstrated understanding and commitment to the Jewish people.
- Understanding and knowledge of the Social Model of Disability which underpins how the work is carried out.
- Must have excellent verbal and written communication skills.
- Ability to organize, prioritize, delegate and follow through with multiple projects simultaneously while focusing on details and differing timelines
- Strong computer skills, including knowledge of social media, and other web-based programs like Zoom and Microsoft Teams.
- Must have own transportation and valid State of Georgia driver's license with proof of automobile insurance for traveling to meetings and events.



Jewish Federation OF GREATER ATLANTA

- Knowledge of Atlanta Jewish community preferred.

PHYSICAL REQUIREMENTS: Intermittent standing and walking with prolonged periods of sitting at desk or in meetings. Must have good visual acuity for reading documents and reports and to use computer. Must have average hearing ability to communicate with others in person and using standard telephone equipment nationally and internationally. Must have physical stamina to attend early and late morning, evening and weekend meetings and events and to travel locally and nationally.

Federation requires all employees to be fully vaccinated against COVID-19 or have received an exemption by Human Resources.

COMPENSATION: The salary range is \$50,000 - \$55,000 for this position plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

**Jewish Federation of Greater Atlanta is an equal opportunity employer.*