

Job Description

Job Title/Position: Inclusion Learner Support Teacher

Division: Learner Support - Primary

Direct Supervisor: Learner Support Director

Position Overview

The Primary Learner Support Inclusion Teacher facilitates the Hong Kong Academy's Learner Support Process, Child Study Team, and programs and/or provides direct instruction for a caseload of students with a range of learning styles and differences and challenges under the direction of the Learner Support Director. He/She adheres to the school's mission, policies, and beliefs; among those beliefs is foremost that all children enrolled in Hong Kong Academy are fully participating members of the HKA school community. The Primary Learner Support Inclusion Teacher is both a child advocate and a parent liaison. The Learner Support Inclusion Teacher works collaboratively with grade level team members: Learner Support Teacher/Coordinator, Co-Teachers, Teachers, Class and Single-subject teachers, Team Leaders and the Leadership Team.

Qualifications and Experience

The Primary Learner Support Inclusion Teacher should have:
Experience as a teacher in at least one area, for example: Lead teacher, teacher trainer, or special needs and some experience in presenting. Have some experience as a true generalist in a variety of curricular areas such as math, reading, writing, or subject area.

Preferred Qualifications and Experience

Learner Support Teacher may have: K-12 license in special education at a minimum of a B.S. degree including certifications in specific learning disabilities, 3-5 years' experience in working with a variety of special needs with children 9 - 16 years of age, and 2 years of overseas experience.

General Responsibilities

The Primary Learner Support Inclusion Teacher will be responsible for:

Administration

- Snack duties (as applicable)
- Be aware of the environment to ensure the safety of the children
- Administer first aid and tend to children's needs
- Attend team meetings (IEP) related to programming issues
- Reporting on classroom progress to parents

Classroom Management

- Treat and speak to children with respect
- Respond to children's work and behaviors objectively as guided by relevant behavior support plan

- Maintain the same discipline as the teacher by discussing the issues at the beginning of the term
- Attend field trips and camps if applicable

Teaching

- Support the classroom teacher by working with small groups of students as appropriate
- Plan and lead instruction in subject lessons when appropriate
- Provide individualized instruction related to IEP goals as applicable.
- Support students in a range of classes as required.
- Communicate with the teaching teams in order to be proactive

Organization: to be determined in collaboration with teacher

- Participate in weekly planning meeting or are up to date with day to day planning
- Responsible for tracking data related to specific IEP goals
- Take anecdotal notes as required
- Give consistent feedback to students and teachers as required
- Prepare teaching materials making modifications and adaptations under the guidance of the classroom teacher/case manager as required
- Assist with the preparation of the portfolio of relevant students
- Other duties as assigned by Supervisor

School Hours

7:45 a.m. to 3:45 p.m. Monday to Friday. Classes meet 8:00 a.m. to 3:10 p.m. With the exception of Wednesday with the early dismissal of all students to enable teachers to engage in professional and curriculum development from 1:30 p.m. - 4:45 p.m.

Contact: recruitment@hkacademy.edu.hk

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