Job Description

Job title/Position: Early Childhood Learner Support Coordinator

Division: Learner Support

Direct Supervisor: Learner Support Director

Position Overview
The Early Childhood Learner Support Coordinator (ECLSC), will lead and support faculty, students and parents, through Early Childhood Learner Support programmes. Primary responsibilities will be aligned with the HKA Mission and school-wide strategic plan. The Director of Learner Support will outline other priorities. The ECLSC will be responsible for directly supervising the inclusion support teachers who are in the Early Childhood Classrooms. The ECLSC supports and contributes to the enrolment process where his/her specific expertise is needed. S/he may provide direct instruction, evaluation, educational planning for students with disabilities under the direction of the Director of Learner Support. 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 ECLSC is both a child advocate and a parent liaison.

Qualifications and Experience
The Early Childhood Learner Support Coordinator should have:
- K-12 license in special education and a Master's degree including one or more certifications in: Specific Learning Disabilities, English Language Support, Early Childhood Education
- 5-7 years experience in working with a variety of special needs, and at least 2 years of overseas experience
- Experience as a teacher and a leader
- Experience establishing and developing collaboration within the department and throughout the school
- A clear understanding of Early Childhood and Primary School pedagogy.

Preferred Qualifications and Experience
- At least 2-3 years of experiences in a leadership role
- Experience working with curriculum committees and/or implementation of curriculum
- Experience with the Primary Years Programme (PYP)
- Recent and relevant professional development in the field of special education, inquiry-based learning, differentiation in mainstream classrooms and inclusion
- A background in building inclusive learner support programs
- Proven experience in promoting accountability and shared responsibility

General Responsibilities
Early Childhood Learner Support Coordinator will be responsible for:

- Supporting and guiding the learner support process
- Provide relevant whole group and small group professional development for whole staff and Learner Support staff as appropriate
- Providing and/or coordinating programmes for students with a range of learning profiles
- Providing direct instruction for students with a range of learning profiles
- Coaching, consulting and evaluating classroom teachers through observations, strategy development, and modelling instruction when appropriate
- Providing support and supervising Learner Support Co-Teachers

- Attending and participating in the Child Study Team process to meet the needs of individual students
- Providing information and consulting with staff and parents regarding various disabilities and topics related to learner support
- Providing support, where appropriate, to families and community members
- Supporting staff in the crafting of Individualized Learning Plans
- Maintaining a case load of students
- Working closely with the Primary School Principal and Assistant Principal
- Providing support to Admissions through application review, observations, and recommendations
- Communicating and liaising on a regular basis with fellow team department/grade members with regards to planning, assessment, parent and community contact, subject organization and classroom expectations and routines
- Participating in and assisting with school events as required
- Other tasks as assigned by Supervisor

Contact: recruitment@hkacademy.edu.hk

April 2017