

## Job Description

Job title/Position: Learner Support Co-Teacher (Primary and Secondary)

Division: Learner Support

Direct Supervisor: Director of Learner Support

---

### Position Overview

The Learner Support Co-Teacher participates in Hong Kong Academy's Learner Support Process, Child Study Team, and programs and/or provides direct instruction for students with disabilities under the direction of the Learner Support Director. The Learner Support Co-Teacher 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 LSCT is both a child advocate and a parent liaison. The LSCT supports and contributes to the enrolment process where his/her specific expertise is needed. The Learner Support Co-Teacher works collaboratively with grade level team members: Primary Co-Teachers, Teachers, Class and Single-subject teachers, Team Leaders, Therapists and the Leadership Team.

### Qualifications and Experience

3-5 years experience in working with a variety of special needs with children 3 - 8 years of age, and 2 years of overseas experience. Experience as a teacher leader in at least one area, for example: Lead teacher, teacher trainer, or 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

The Learner Support Co-Teacher should have: K-12 license/certification in special education and a minimum of a B.S. degree including certifications in special needs. M.S. in special education is preferred for both the leadership and experience aspects, some work with emotional and behavioural disabilities, more specifically Pervasive Developmental Disabilities. Some work with curriculum committees and/or implementation of curriculum and/or some work with ESL. Recent professional development in various areas of special needs.

### General Responsibilities

The Learner Support Co-Teacher will be responsible for:

- Manages the learner support process with specific student(s)
- Collaborates with the Upper Primary, MS/HS Learner Support Teacher/Coordinator on the Child Study Team process under the direction of the Learner Support Director
- Provides or coordinates programming for students with disabilities
- Provides direct instruction for students with disabilities
- Works with classroom teachers through observations, strategy development, and the CST process to meet the needs of individual students
- Provides information and consults with staff and parents regarding various disabilities and topics related to learner support

- Provides support, where appropriate, to families and community members through: the sharing of information, communication regarding local organization talks and seminars, and periodic sponsorship of HKA presentations of special needs and related topics
- All aspects of I.E.P. Management: Facilitating I.E.P. meetings, contribute anecdotal data for I.E.P., and overseeing the implementation
- Provide support to Admissions through, application review, observations, and recommendations
- Continue own professional development through conference attendance, seminars, network meetings, journals, etc.
- Other duties as assigned by Supervisor

**School Hours**

7:45 a.m. to 3:30 p.m. Monday to Friday. Classes meet 8:00 a.m. to 3:00 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](mailto:recruitment@hkacademy.edu.hk)

October 2017