



## Job Description

Job title/Position: Learner Support One to One Inclusion Co-teacher

Division: Learner Support - Secondary School

Direct Supervisor: Learner Support Director

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### 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

The Learner Support Inclusion one-to-one Co-teacher should have:

Experience as a teacher in at least one area, for example: Co-teacher, teacher trainer, or special needs and some experience in presenting. He/She should have experience supporting individuals with global/developmental delays, autism spectrum and/or working with students who have intensive needs. He/She should 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 Inclusion one-to-one Co-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. 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 Inclusion one-to-one 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 (CST) 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)

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