

Job Description

Job title/Position: Early Childhood Learner Support Coordinator / Teacher(PreK to Gr1)

Division: Student Support Services

Direct Supervisor: Student Support Services Director

Position Overview: The Early Childhood Learner Support Coordinator / Teacher (ECLSCT) for grades PreK - Gr1, 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 Student Support Services Director will outline other priorities. The ECLSCT will be responsible for directly supervising the teachers who are in the Early Childhood Classrooms. The ECLSCT 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 additional needs under the direction of the Student Support Services 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 ECLSC is both a child advocate and a parent liaison.

Qualifications and Experience: The Learner Support Coordinator/ Teacher should have:

- K-12 licence in inclusive (special) education and a Master's degree including one or more certifications in: Specific Learning Difficulties, English Language Support, Early Childhood Education, Autism Spectrum Disorders
- 5-7 years experience in working with a variety of additional needs, and at least 2 years of overseas experience
- Experience as a teacher and a leader
- Experience establishing and developing collaboration within a LS 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

The 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
- Provide professional development and coaching for staff in the areas of student support and intervention
- Provide and/or coordinate programmes for students with a range of learning profiles, especially those with ASD
- Establish programmes of support for students with a range of learning profiles, including English Language Learners and students with exceptional abilities
- Mentor and supervise instruction provided by all teachers for students with a range of learning profiles
- Coach, consult, and evaluate teachers through observations, strategy development, and modelling instruction when appropriate
- Provide support and supervision to Co-Teachers
- Support staff in the crafting of Individualised Learning Plans
- Maintain a caseload of students
- Attend and participate in the Learner Enhancement Team process to meet the needs of individual students
- Provide support, information, and consultation with HKA community regarding information and strategies relating to learning differences
- Contribute to wider community events (e.g. NFI, Senia school fairs, etc)
- Work closely with the Primary School Principal, Assistant Principal, and the Student Support Services Director
- Provide support to Admissions through application review, observations, and recommendations, including site visits
- Communicate and liaise on a regular basis with fellow team department/grade members with regards to planning, assessment, parent and community contact, and classroom expectations and routines
- Participate and assist with school events as required
- Work closely with and provide ongoing support to the in-house Occupational and Speech and Language Therapists.
- Guide and support the implementation of our Multi-Tiered System of Support (MTSS)
- Direct oversight of the assessment and documentation for student plans, data collection and reporting
- Participate in the Primary School Leadership Team
- Other tasks as assigned by Supervisor

School Hours

7:30 a.m. to 3:30 p.m. Monday to Thursday; 7:30a.m. to 3:15p.m. Fridays. Classes meet 7:50 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. to 4:45 p.m.

Contact: recruitment@hkacademy.edu.hk

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