



# Shanghai Community International School

## 上海长宁国际外籍人员子女学校

**TITLE:** Lower School Learning Support Coordinator - Pudong Campus

**POSITION SUMMARY:** The Lower School Learning Support Coordinator at SCIS leads and develops the Learning Support Program (LSP) serving students eligible for Learning Support services. Following the procedures of the division and the Student Support Department, the coordinator provides guidance and coaching for Learning Support, classroom and specialist teachers. Duties include, but are not limited to, overseeing the implementation of specially designed instruction, development and revision of annual Individualized Learning Plans (ILP), Student Support Team (SST) process and providing instruction for students eligible for learning support.

### **QUALIFICATIONS**

- Master's degree or higher in special education or related field
- Successful experience in teaching special education or students with disabilities
- Experience leading learning support programs and division wide inclusion initiatives
- Excellent written and verbal communication skills
- Strong team facilitation, collaboration and problem-solving skills

### **PREFERRED EXPERIENCE**

- Implementation of Universal Design for Learning
- Leading self-contained learning support models
- Experience using Multi-Tiered Systems of Support
- Teaching in International Baccalaureate programs
- Teaching in international schools

**REPORTS TO:** Director of Student Support Services and Divisional Principal

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### General

- Provide direct services for a reduced caseload of Learning Support students.
- Promote the inclusive values and mission of the school through a multi-disciplinary team approach.
- Keep current on curriculum developments and trends in the field of learning support.
- Provide professional development for teachers and counselors as necessary.
- Ensure the Student Support Team (SST) process is developed, understood, and implemented within the division.
- Work with the Director or Student Support Services and Admissions team to review new Learning Support student applications.
- Other duties as assigned.

#### Coordination

- Coordinate Lower School Learning Support including the Academy Program
  - Ensure ILP documentation is completed and progress towards goals communicated
  - Serve as the administrative representative at ILP meetings conducted by other Learning Support Staff
  - Lead co-planning efforts between Learning Support and Lower School faculty (including accommodations and assessment modification)
  - Lead Learning Support team



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- Support the day to day delivery of the Learning Support Program
- Work with administration to develop the schedule of Learning Support teachers
- Work with the Lower School Learning Support Coordinator to coordinate outsourced ancillary service providers (OT, SLP, Counseling, etc.)
- Provide training for Learning Support Teaching Assistants
- Supervise Learning Support Teaching Assistants (including growth and evaluation)

### Curriculum

- Lead the Lower School in implementing Universal Design for Learning Principles in the written, taught, and assessed curriculum by providing staff professional development and through co-planning
- Maintain and revise instructional materials used for remediation and intervention by both Learning Support and Student Support staff
- Provide critical feedback and suggestions for improving on units designed collaboratively in the PYP

### Resource Management

- Plan for and submit an annual order for the department and maintain the consumables budget in collaboration with the Director of Student Support Services and divisional leadership
- Work with departments to promote the adoption of curriculum materials that support the needs of all students
- Keep abreast of the contemporary information resources on technology use for instruction

### System and Community Liaison

- Collaborate with the Director of Student Support Services and Divisional Principal to ensure that Lower School Learning Support practices and procedures are aligned with school policy.
- Foster disability inclusion and appreciation of diversity in the school community
- Develop partnerships with parents, teachers, and/or community organizations to advance the Learning Support Program