



Shanghai Community International School

上海长宁国际外籍人员子女学校

Job Description

TITLE: Learning Support Coordinator: Upper School

POSITION SUMMARY:

The Upper School Learning Support Coordinator at SCIS leads and develops the Learning Support Program (LSP) for students with mild, moderate and intensive needs. Duties include, but are not limited to, developing, implementing, and documenting LSP practices and procedures, monitoring the implementation of Individualized Learning Plans (ILP), working with learning support and classroom teachers in the delivery of services, and providing direct services to students.

QUALIFICATIONS:

- Master's Degree or higher
- Current certification and experience as a learning support teacher
- Experience leading learning support programs and division wide inclusion initiatives
- Excellent written and verbal communication skills
- Strong team facilitation and problem-solving skills

SKILLS / ATTRIBUTES:

- Experience with Universal Design for Learning
- Experience with self-contained learning support models
- Experience with Multi-Tier Systems of Support
- Experience with IB programs
- Experience in another international school

REPORTS TO / EVALUATED BY: Director of Student Support and Upper School Principal

MAJOR RESPONSIBILITIES AND DUTIES:

General

- Provide direct services for a managed 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.
- Work with the Admissions Team (SCRs, Admissions Coordinator, Ed Admin, etc.) to develop a transparent and efficient method of processing new Learning Support student applications and review applications.
- Other duties as assigned.

Coordination

- Coordinate Upper School Learning Support including the Academy Program
 - o Ensure ILPs documentation is complete and progress towards goals communicated
 - o Serve as the administrative representative at ILP meetings



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- o Lead co-planning efforts (including accommodations and assessment modification)
- o Lead Learning Support team
- 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.)
- Supervise and train Learning Support Teaching Assistant. (including growth and evaluation)

Curriculum

- Lead the Upper School in implementing Universal Design for Learning Principles in the written, taught, and assessed curriculum by providing staff professional development and through 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 both in the MYP and the DP.

Resource Management

- Plan for and submit an annual order for the department and maintain the consumables budget in collaboration with 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 to ensure that Upper School Learning Support practices and procedures are aligned with school policies and procedures.
- Promote tolerance, understanding and appreciation of diversity in the school community
- Develop partnerships with parents, teachers, and/or community organizations to advance the Student Support Program.

SCIS BELIEVES:

- That each employee makes a significant contribution to our success,
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SCIS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.