



Let Your Light Shine

Nagle College

Bairnsdale

Position Description

Position: Special Education/ Learning Diversity Coordinator
Reports to: Principal, Deputy Principal Student Programs and Staffing

Job Scope

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

The Special Education Coordinator is responsible for planning and coordinating the Special Education programs for students with special educational needs.

The Special Education Coordinator is responsible for coordinating and overseeing the work of the Learning Support Officers (LSO's).

The Special Education Coordinator is responsible for coordinating and moderating the NCCD processes.

The Special Education Coordinator is responsible for supporting teachers with planning and delivering learning adjustments for students.

Job Specification

- Assist integration and other students on an individual or group basis in specific learning areas or in withdrawal situations.
- Prepare documentation and moderated submissions for NCCD.
- Liaise with relevant organisations and specialists regarding student needs and programs.
- Organise and conduct SSG (Student Support Group) Meetings.
- Assist teachers with and promote the modifying of programs with learning adjustments and curriculum material to suit individual learning styles and needs.

- Conduct programs in literacy and numeracy for selected students.
- Provide opportunities for extension and enhancement for particular students.
- Coordinate and evaluate programs and student progress.
- Oversee the work of LSO's.
- Liaise with teachers/staff in relation to NCCD and curriculum requirements.
- Attend Professional Development opportunities which are appropriate.
- Assist in the interview process for students with identified special needs and coordinate a transition process for them.
- Other duties as assigned by the Principal.

Key Selection Criteria

- A commitment to and understanding of the ideals of Catholic Education.
- Proven competence as a classroom teacher.
- Appropriate qualifications and/or experience for the method areas.
- The ability to work as a part of a team.
- Ability to apply effective teaching and learning principles.
- Effective interpersonal and communication skills.