SPECIAL PROGRAMS COORDINATOR

POSITION DESCRIPTION

From our Vision Statement

Recognizing that each of us is made in God’s image, we accept the challenge of educating the whole person... We strive to promote excellence and equity for all...St Peter’s College values the uniqueness and diversity of every member of our community and fosters their individual abilities and talents...With creativity and a positive self esteem, we develop strong personal values on the journey to becoming active and informed citizens of our country.

The Role of Special Programs coordinator is a significant one in enabling the College to meet the needs of every student, in keeping with our Vision Statement. This leadership role involves collaboration with all stakeholders in the provision of services to students with particular needs. Specific Duties include:

DESCRIPTION of RESPONSIBILITIES AND DUTIES

- Coordinate Teacher Support Staff and Aides
- Develop timetable for Integration Aide support for LNSLN (Literacy & Numeracy Special Learning Needs) students.
- Coordinator of student access to Special Programs
- Active membership of
  1. Teaching & Learning Vision Committee
  2. Coaches Panel Committee
  3. SWAC Committee (Student Welfare Advisory)
- Maintain Special Programs student records
- Liaise with Director of Teaching & Learning
- Liaise with Student Welfare Coordinator
- Liaise with key staff in support of the gifted and talented agenda
- Liaise with appropriate staff, (leadership, YLC, HRT, Subject Teacher) specialists and agencies in the evaluation of students who meet the criteria for LNSLN funding
- Liaise with appropriate staff specialists and agencies in the evaluation of students who have learning difficulties but who do not meet the criteria for LNSLN funding
- Prepare LNSLN funding submissions
- Liaise with staff of primary schools where students are receiving LNSLN funding in order to facilitate transition
- Compile Transition Information Data Base – all Year 7 students
- Maintain Integration Handbook
- Facilitate Program Support Group (PSG) Meetings for LNSLN students
- Document and distribute PSG Meeting Minutes to staff/parents
- Document Individual Learning Plans (ILP’S) for LNSLN students
- Ensure VCE LNSLN students receive appropriate and relevant Special Provision (VCAA)
- Provide ongoing resources and support for teachers, parents and students in program development, implementation and review.
- Administration of Special Programs budget
- Administration of financial admin assoc. with CEO services.
- Teaching Load of approximately .32 in the area of Year 7 Language Development
- Staff professional development