Special Programs Coordinator

SELECTION CRITERIA

The successful applicant of this leadership position will be required to complete all components of the application and recruitment process. The following minimum criteria must be evidenced throughout this process.

Applicants should:

- Demonstrate a capacity to model and witness to the Catholic ethos of the College
- Be familiar with and experienced in contributing to the Vision, Values and Principles of Catholic Education
- Have demonstrated recent and exceptional leadership experience in special education and administration
- Show evidence of a proven, current teaching record in a Catholic secondary college
- Possess a demonstrated ability to lead and manage a team committed to excellence in their support of students with special needs.
- Show evidence of promoting learning environments that enable all students to achieve success and pursue excellence
- Exhibit an ability to support all staff in the provision of excellence in teaching
- Demonstrate a capacity to positively influence strategic planning in catering for students with special needs, in accordance with the goals of the College Strategic Plan
- Show evidence of a comprehensive knowledge of Diocesan and State Education support services and networks, relevant to this field and a capacity to effectively liaise with same
- Be able to demonstrate high levels of interpersonal, communication and organisational skills
- Demonstrate familiarity and capacity in the completion of funding submissions
- Possess relevant teaching and Post Graduate Qualifications, relevant to the position

Applicants are required to submit the following:

1. An introductory letter briefly outlining their suitability and interest in the position
2. A fully completed application form, including contact details for referees, one of whom must be from the applicant’s current setting