

**Job Description: Student Learning Support Coordinator**

**Lines of reporting:**

- The Student Learning Support Coordinator reports to the Head of School
- The Educational Assistants report to the Student Learning Support Coordinator

**Major Responsibilities**

The Student Learning Support Coordinator is responsible for the following:

- Manage the student referral process through SBTs and using the RTI model
- Organize and facilitate IEP meetings
- Develop student IEPs
- Support the implementation of student IEPs
- Coordinate Special Education services (Paraprofessionals; SLP, OT, Behaviour consultant, Psychologists, community and school counselors, etc.)
- Train, supervise and schedule the EAs
- Create an agenda for and chair SBT meetings
- Ensure that all files of students who have IEPs, or SSPs are kept secure and in good order
- Ensure the school follows published guidelines and remains compliant with Ministry of Education regulations and protocols with respect to Special Education.
- In consultation with classroom teachers, schedule and directly provide learning support for a variety of struggling learners from kindergarten to Grade 5
- Quickly adjust EA staffing schedules to meet a variety of student needs when necessary

**Duties to be completed in collaboration with the Head of School:**

- Identify students with special needs as well as those with learning disabilities
- Identify needed resources and assist in the acquisition of those resources
- Develop a yearly special education and learning support budget
- Assist in the implementation of program initiatives related to special education and learning support

**In collaboration with teachers, the Student Learning Support Coordinator:**

- Helps develop appropriate adaptations to curriculum delivery that meet students' learning needs
- Tracks the progress of students with special needs
- Provides, when requested or required, specific teaching strategies for students
- Monitors students' response to interventions (RTI) and adjusts programming and resources accordingly
- Supports school-wide interventions and curriculum planning

- Provides leadership and supports the implementation of a successful Guided Reading program
- Remains current with educational research and shares this with teachers and the Head of School

**Qualifications:**

- Valid BC teaching certification, preferably a related educational Masters Degree
- Courses in and experience delivering special education services
- Successful experience delivering learning support for students (K-5)
- The ability to use Level B assessment tools and provide clear recommendations to the SBT

**Desired Qualities, skills, and experience:**

- Unwavering focus on student learning
- Successful experience in collaborative leadership within a diverse population of educators
- Familiar with BC Learning Outcomes for K – 8 and early childhood development
- Tactful and insightful when dealing with conflict or confidential concerns
- Ability to authentically assess foundational numeracy and literacy skills