



# Shanghai Community International School

## 上海长宁国际外籍人员子女学校

### **TITLE: Upper School Learning Support Teacher**

**POSITION SUMMARY:** The successful Learning Support Teacher meets the learning and social/emotional needs of students identified as having disabilities, collaborates with classroom teachers to implement effective accommodations allowing students to become increasingly expert learners.

### **QUALIFICATIONS:**

- Master level degree in Special Education or related field in education
- Certification or demonstrated academic preparation in the field of teacher education, special education, and/or learning support intervention
- Five years of successful experience in a school environment with a record of successfully differentiating instruction to meet a range of student needs
- Experience with the IB Programs, Response to Intervention/Multi-tiered Systems of Support, and Universal Design for Learning

### **DESIRED CHARACTERISTICS:**

- Excellent collaboration and team building skills
- Demonstrated flexibility and ability to work with students/teachers at the appropriate grade levels
- Exceptional communication and interpersonal skills to work with principals, teachers, staff, parents, and students
- Excellent organizational skills to maintain records and track student progress

**REPORTS TO:** Director of Student Support and Divisional Principal

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Develop and manage a caseload of students who require additional support,
2. Support students through individual and small group or co-teaching instruction,
3. Manage all aspects of Individual Learning Plans (ILPs) including writing ILPs, facilitating meetings, writing meeting summaries, monitoring and documenting progress on goals, overseeing implementation of ILP accommodations,
4. Develop and implement strategies to meet the needs of students with a variety of disabilities ,
5. Employ special educational strategies or techniques during instruction to improve the development of executive functioning, academic language, social/emotional/behavior, cognition, and/or memory skills,
6. Participate in the Student Support Team (SST) under the direction of the Learning Support Coordinator,
7. Promote ideals of an inclusive school by providing staff with current information on teaching strategies/best practices in working with students with special needs.

When needed, demonstrate these strategies for teachers and assist them with classroom planning and implementation,

8. Liaise with school principal, teachers, and parents to advocate for student needs,
9. Monitor student progress through regular assessment and report progress to parents at intervals consistent with the division,
10. Consult with outside service providers, as needed,
11. Perform other duties as assigned by the Director of Student Support or Divisional Principal

**SCIS BELIEVES:**

- That each employee makes a significant contribution to our success and
- That contributions 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.