

JOB PROFILE OF THE SPECIAL EDUCATOR

DEPARTMENT: Counseling and Learning Support Department

REPORTS TO: Heads of Section

PURPOSE OF THE JOB

- To contribute towards the school's larger goals set for the positive development of its students
- To be involved in the micro processes of identification, intervention and support for the students with counseling and special educational needs
- Responsible for working with children who have cognitive, social, physical and emotional setbacks within a school setting.

Primary Responsibilities

- To take an active role in the processes involved in identifying students with academic, social, physical, behavioural and emotional difficulties by sensitizing the teachers and parents to share their concerns, doing classroom observation, individual observation and gathering case history.
- Conduct workshops and training programs for the teachers and parents to bring in awareness and help identify children who need additional support.
- Review referral data, history and assessment data (formal & informal assessments) to develop appropriate goals and objectives for each student.
- Confer with general education teachers regarding the educational, social, emotional and physical needs and objectives of each student.
- To understand the student's need and suggest accordingly for psychometric assessments, clinical check or remedial measures if required.
- Support students of all levels who have been identified to need additional support in the school setting through in class and withdrawal sessions.
- Employ special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory.
- To suggest modifications, accommodations and strategies to the teachers towards effective integration of the SEN children in the classroom.
- To coordinate with the examination committee and orient them about the specific requirements of the students falling in the exemption category.
- Develop an Individualized Education Program (IEP)/ Individual Learning Programme (ILP) for each student according to their identified needs.
- Review the IEP every term/ when the need arises with the student's parents, school administrators, and the student's general education teachers.
- To maintain accurate and complete student records and prepare reports of students.
- To monitor and give feedback about the progress of the students to the parents, Principal, Section Heads and teachers based on assessments in exams and individual sessions.
- To maintain accurate and complete student records and prepare reports of students.

- Attend professional development programs, educational conferences and workshops, Counseling and Special Educators network meetings to upgrade professional competence.
- Set personalized goals and develop transition plan outlining specific steps to prepare students for higher Grades.

Pastoral System:

- To be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer and Principal.
- To monitor and support the overall progress and development of pupils within the department.

Knowledge and Experience

- Degree and qualifications relevant to the area of work
- At least 2 yrs. Experience in the relevant area of work

Personal attributes

- Ability to work harmoniously with students, teachers, parents and other staff members at school
- In depth insight and knowledge of child and developmental psychology
- Knowledge on various intervention techniques used in counseling and special education and ability to utilize the same with proficiency
- Informed on the legal issues related to practice
- Ability to interpret psychometric assessments and plan IEPs.
- Aware and respectful towards practicing ethics of counseling and special education
- Energetic and enthusiastic
- Pleasant and friendly disposition
- Positive attitude

*** **Important note:** *This document is open to review.*

Signature of Special Educator
Date:

Principal