



LOCATION	Regents International School Pattaya	
JOB TITLE	Learning Support Coordinator - WHOLE SCHOOL Role will include approximately 70% direct service to students and 30% program coordination	
JOB PURPOSE	To provide whole school coordination and delivery of the Learning Support provision	
REPORTING TO	Head of Inclusion	
DIRECT REPORTS	Learning support teachers and learning support assistants in primary and secondary, Speech and Language Therapist	
OTHER KEY RELATIONSHIPS	Head of Secondary, EAL Coordinator, Counselor	
KEY RESULT AREA		MEASURES OF PERFORMANCE
ROLE EXPECTATIONS <ol style="list-style-type: none"> 1. In collaboration with the Head of Inclusion, establish and communicate eligibility criteria for learning support services 2. Identify and implement specific individual interventions to address learning goals 3. Provide direct services to students via push in and pull out provisions as necessary 4. Deliver, monitor, and track interventions school wide for all students on the learning support register 5. Train, schedule, and monitor learning support staff in implementing interventions, including learning support teachers, learning support assistants, and speech pathologist 6. Monitor, maintain, and communicate the learning support register 7. Support learning support team as needed in creating, implementing and communicating IEP goals with parents, teachers and necessary stakeholders 8. Assess incoming and existing students for learning support needs as per school criteria 9. Identify and communicate to all stakeholders appropriate IEP goals for students receiving learning support 10. Collaborate with EAL staff and counselor to coordinate services for students 11. Coordinate the entry/referral and exit strategies for students receiving learning support 12. Conduct and coordinate student assessments using appropriate assessment tools for both and ongoing internal tracking purposes 13. Coordinate and maintain consistent parent communication 14. Meet regularly with appropriate personnel in order to support classroom teachers and subject specialists with Learning Support students 		





15. Enhance productivity of existing personnel, present information in meetings, train teaching staff, collaborate with support staff
16. Maintain student files (paper and electronic) according to school standards and reporting systems as required
17. Maintain confidentiality of student records and student information
18. Keep up to date records of meetings, and documentation of student records
19. Consult and coach teachers and staff with implementation and monitoring of interventions in relation to IEP goals
20. Provide training and technical assistance to case managers, relevant teachers, related service providers and support service professionals on all aspects of cases management: use of computer systems for the special education process, goal writing, progress reports, annual reviews and parent communication (Sways), including Managebac and Office 365
21. Coordinate meetings and communications with outside agencies
22. Integrate new developments, research findings and best practices into ongoing programs and new initiatives
23. Maintain a high level of knowledge regarding learning support
24. Facilitate meetings for parents, as well as identify resources for parents of students with special needs
25. Engage parents and families in their child's learning
26. Oversee special education inventory of equipment/materials.

