

## **Job Description**

**Job Title:** Middle and High School Learner Support/ELL Teacher  
**School:** Hong Kong Academy  
**Direct Supervisor:** MS/HS School Principal & Learner Support Director

### **Position Overview**

The Middle/High School Learner Support/ELL Teacher develops and implements Individualized Education plans based on the Hong Kong Academy's Learner Support Process, and programs and/or provides direct instruction for students with support needs under the direction of the Learner Support Director and HKA Middle/High School Principal. S/he adheres to the school's mission, policies, and beliefs; among those beliefs is foremost that all children enrolled in Hong Kong Academy are fully participating members of the HKA school community. The Learner Support Teacher is both a child advocate and a parent liaison. The teacher supports and contributes to the enrollment process where his/her specific expertise is needed and works collaboratively with grade level team members: Upper Primary Learner Support Teacher/Coordinator, Co-Teachers, Teachers, Class and Single-subject teachers, Team Leaders and the Leadership Team.

### **Qualifications**

The Middle/High School Learner Support/ELL Teacher should have: K-12 license in special education at a minimum of a B.S. degree including certifications in specific learning disabilities, or similar appropriate qualifications. Also required is 3-5 years experience in working with a variety of learning needs in children 11 –18 years of age. Experience outside the home country (overseas experience) is preferred. Similarly, experience as a teacher leader in at least one area, for example: Lead teacher, teacher trainer, or some experience in presenting would also be preferred and beneficial, as would some experience as a true generalist in a variety of curricular areas such as math, reading, writing, or subject area.

Also Preferred: M.S. in special education (or similar), some work with emotional and behavioral disabilities, and /or more specifically Pervasive Developmental Disabilities. Some work with curriculum committees and/or implementation of curriculum and/or some work with ELL. Recent professional development in various areas of special needs.

### **General Responsibilities:**

- Develop and Implement IEP's based on the HKA learner support process
- Collaborate with the Upper Primary MS/HS Learner Support Teacher/Coordinator on the Child Study Team process under the direction of the HKA Middle/High School Principal
- Provide or coordinate programming for students with support needs
- Work in a collaborative fashion to co-teach particular content areas as needed
- Provide direct instruction for students with support needs

- Work with classroom teachers through observations, strategy development, and the CST process to meet the needs of individual students
- Provide information and consult with staff and parents regarding various disabilities and topics related to learner support
- Provide support, where appropriate, to families and community members through: the sharing of information, communication regarding local organization talks and seminars, and periodic sponsorship of HKA presentations of special needs and related topics
- Provide support to Admissions through, application review, observations, and recommendations.
- Participate in at least 12 weeks of co-curricular activities per year (full time staff)

Continue own professional development through conference attendance, seminars, network meetings, journals, etc...

**School Hours:** 8:00 a.m. to 4:00 p.m. Monday to Friday (or as agreed for part time). Classes meet 8:30 a.m. to 3:30 p.m. With the exception of Wednesday with the early dismissal of all students to enable teachers to engage in professional and curriculum development from 1:30 pm – 5:00 pm

**Contact:** For more information contact Dr Andy Page-Smith, Head of School at [andy.pagesmith@hkacademy.edu.hk](mailto:andy.pagesmith@hkacademy.edu.hk)