

MOTUEKA HIGH SCHOOL
JOB DESCRIPTION: SPECIAL EDUCATIONAL NEEDS COORDINATOR
ALTERNATIVE EDUCATION
Permanent Position – 1 MU

SCHOOL MISSION STATEMENT:

To prepare students for their future by providing a balanced education that encourages the full development of each student within a caring environment and in partnership with the community.

RESPONSIBLE TO:

- 1 The appointee is ultimately responsible to the Principal in all professional and administrative matters.

RESPONSIBLE FOR:

- Alternative Education Transitions for students transferring from Mainstream to Alternative Educations programmes, and liaison meetings with whanau/family and alternative education staff and oversight of the signing of the Alternative Education parent/tutor/student contracts.
- Weekly Alternative Education Liaison meeting with Alternative Education Manager and lead tutor and, writing up of the Minutes
- Writing of the yearly Pedagogical Leadership Plan, in consultation with Alternative Education Staff
- Monthly MOE attendance returns
- Twice yearly MOE reports
- MOE Verification applications for new students to Alternative Education
- Pastoral Support of Alternative Education staff.
- Support as required with Individual Learning Plans.
- Keeping Senior Management (designated DP) informed about Alternative Education happenings, as required.
- Facilitating Restorative Conferences for modifying and adapting inappropriate and anti-social behaviours.
- Pastoral care for Alternative Education students, and referring to outside agencies as needed, in conjunction with alternative Education Plans.
- Communicating with Alternative Education staff about programmes that are occurring outside of the classroom (EOTC).
- Celebrating pastoral and academic successes with Alternative Education staff and students (praise postcards and other rewards).
- Yearly Staff appraisals of Alternative Education staff
- Recruit relievers for Alternative Education.
- Write and update Job Descriptions for Alternative Education staff
- Communicate with Executive Officer and Principal's Executive Assistant regarding employment contracts.

Signature of Employee

Date

Signature of behalf of Board of Trustees

Date