



Disability Support Coordinator

Butler College

Position number	00047593
Agreement	Department of Education (School Support Officers) CSA Agreement 2024 or as replaced
Classification	Level 4
Reports to	Program Coordinator: Education Support (School Administrator level 3)
Direct reports	Education Assistant Lead First Aid Officer

Context

With an Endorsed Education Support Program, and a significant proportion of students in a mainstream setting with recognised disabilities, this role is critical to coordinating the various support services for students both internally and externally.

Further information about Butler College is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Review, develop and implement systems, intervention strategies and documented plans that provide responsive and safe supports for students with disabilities and staff.
- Establish and maintain professional links between staff at the college and other appropriate agencies in the community.
- Coordinate with school staff and external agencies to maximise access to appropriate and beneficial therapies and services for students with disabilities.
- Assist the School administration team in escalation, emergency and risk management planning by providing relevant and appropriate strategies and support, as required.
- Actively assist Program Coordinators and Human Resources staff in the planning and implementation of class and school supervision rosters and needs.
- Actively participate in multi-disciplinary team meetings and case conferences within the college and with other agencies as appropriate, including the provision of information and consultancy advice as required.

- Actively assist the school leadership team by ensuring all staff working with students with disabilities maintain essential, suitable and beneficial professional development, training and qualifications.
- Ensure the management, maintenance and procurement of appropriate resources to support effective pastoral care, teaching and learning of students with disabilities.
- Actively assist the school leadership team in reviewing and implementing processes that support physical and psychosocial safety for staff who work with students with disabilities.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated well-developed organisational skills and the ability to prioritise tasks to meet the needs of students.
2. Demonstrated well-developed knowledge of the disability sector, particularly local organisations, services and training providers.
3. Demonstrated well-developed communication skills with the ability to establish and maintain effective working relationships, negotiate and resolve conflicts.
4. Demonstrated skills and experience in leading staff who work with students with disabilities.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 14 October 2025
Reference D25/1054118