

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

School Education Act 1999	Salaries/Agreement/Award Teachers (Public Sector Primary and Secondary Education) Award 1993, School Education Act Employees (Teachers & Administrators) General Agreement 2014 or as replaced	
Group: Statewide Services Division: Statewide Services Centre Directorate: Student Support Services Branch: School of Special Education Needs: Disability	Effective Date of Document 29 June 2017	

<p align="center">THIS POSITION</p>	
Title:	Program Coordinator - Specialist Learning Programs ASD
Classification:	School Administrator Level 3
Position No:	00037784
Positions under direct responsibility: Nil	

<p align="center">REPORTING RELATIONSHIPS</p>	
TITLE: LEVEL: POSITION NUMBER:	Director, Student Support Services DIRCEN 00035548
TITLE: LEVEL: POSITION NUMBER:	Principal School Administrator Level 6 00032187
This position and the positions of:	
Title: Various	Classification: Position No:

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Program Coordinator – Specialist Learning Programs ASD	School Administrator Level 3	00037784	29 June 2017

CONTEXT

The Department of Education is Western Australia’s largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department’s annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests; and
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department’s objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes;
- enabling flexible, innovative and diverse work practices; and
- promoting confidence in the professional judgement of the Department’s staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement; and
- an environment in which diversity, care and equity are valued.

The School of Special Educational Needs: Disability (SEND) provides state-wide support for students with disability and learning difficulties. SEND offers contextualised professional learning and seminars, online discussions, research, information and resources to support schools and specialised equipment for students. This service is provided through four region-based Consulting Teacher teams that offer consultation and professional learning. In consultation with schools, they may refer to SEND specialist teams when additional specialised services are required. The four specialist teams include Autism Education, Assistive Technology and High Support and Learning Difficulties.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Program Coordinator – Specialist Learning Programs ASD	School Administrator Level 3	00037784	29 June 2017

ROLE

The Program Coordinator – Specialist Learning Programs ASD:

- supports Specialist Programs for Students with Autism to develop programs that meet the educational outcomes of students with autism
- develops, implements, monitors and reviews plans, policies and programs associated with the Specialist Programs for Students with Autism
- develops, implements, monitors and reviews the provision of educational services based on Applied Behaviour Analysis principles for students with autism in the Specialist Programs for Students with Autism
- provides high level advice and support to Departmental staff
- supports Specialist Programs for Students with Autism to monitor and review student learning outcomes and learning programs to ensure the requirements of individual students are met
- provides professional leadership, professional development, coaching and mentoring programs to build capacity of Statewide Services, regional and school staff and school networks
- provides input to the development of policies and procedures that promote positive educational outcomes for students with autism
- liaises with principals, internal and external stakeholders regarding the transition of students from the Autism Units
- provides information and support to enable families to make informed choices about the educational provision for their child
- supports Specialist Programs for Students with Autism to manage the financial and human and physical resources of the program.

OUTCOMES

1. Effective leadership, in the context of the educational policies and programs of the Department, is provided to staff and students and the program vision is promoted in the Autism Units.
2. The program plan and associated policies and learning programs are developed, implemented, monitored and reviewed in collaboration with departmental staff, students and the community.
3. Accountability for student learning outcomes and learning programs is demonstrated through appropriate monitoring and reporting of outcomes.
4. Administrative and operational systems and resources, including financial and physical resources, are effectively and equitably managed.
5. Effective and equitable human resource management practices ensure that staff have access to appropriate professional learning and performance management and change is managed strategically.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Program Coordinator – Specialist Learning Programs ASD	School Administrator Level 3	00037784	29 June 2017

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated experience, knowledge and skills in effectively applying Applied Behavioural Analysis principles in the development, implementation and evaluation of individualised educational programs.
2. Demonstrated professional knowledge, and the ability to apply this knowledge, to ensure a high level of educational outcomes for students.
3. Demonstrated highly developed leadership skills, including the ability to coordinate and deliver effective outcomes.
4. Demonstrated high-level communication (oral and written) and interpersonal skills together with the ability to work collaboratively and effectively with people at all levels.
5. Demonstrated high-level conceptual and analytical skills, together with the proven ability to provide innovative solutions to complex problems and issues.

ELIGIBILITY

Employees will be required to:

- hold a recognised teaching qualification and be currently registered or eligible for registration to teach in Western Australia;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

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

ENDORSED

DATE June 2017
TRIM REF # D17/0276122