



Program Coordinator (Autism) Schools

Position number	Generic
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2021 or as replaced
Classification	School Administrator Level 3
Reports to	Principal
Direct reports	Various

Context

The Specialised Learning Program provides students with a diagnosed Autism Spectrum Disorder without comorbid intellectual disability targeted evidence-based programs aimed at increasing age-appropriate academic engagement, organisational skills, social thinking, peer relationships and self-regulation within a “homeroom” style model within a mainstream secondary school setting.

The model of practice provides a holistic focus implemented through a collaborative planning approach engaging families and networks of schools with internal and external support agencies.

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

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

Key responsibilities

Leadership

In collaboration with the School of Special Education Needs: Disability, the Principal and other members of the administrative team, the Program Coordinator (Autism):

- provides educational leadership in the school and the community by helping develop and promote programs that meet the educational outcomes of students with autism
- develops, implements, monitors and reviews the provision of educational services based on explicit teaching principles for students with autism

- contributes to development of the School Plan through participative decision-making to policies and procedures that promote inclusive, positive educational outcomes for students with autism
- assists the Principal to facilitate workforce effectiveness in leading and motivating all school staff in planning directed at improving outcomes for all students
- provides professional leadership, coaching and mentoring programs to build capacity of staff and school networks, fostering development of a responsive and inclusive school-based curriculum
- provides high-level advice and support to Department staff working with students with autism
- provides and facilitates behavioural support to students with autism in classroom and break time settings, with an emphasis on social communication, development, and emotional regulation
- liaises with principals, parents, and internal and external stakeholders regarding the transition of students to and from the Specialised Learning Program
- provides information and support to enable families to make informed choices about the educational provision for their child.

Management

The Program Coordinator (Autism) is accountable to the Principal for the effective operations of relevant areas of responsibility through:

- establishing and managing administrative and operational systems, particularly within the Specialised Learning Program, to deliver effective school operations within legislative and industrial policy and guidelines
- using information systems to ensure accurate and timely reporting on Specialised Learning Program performance to inform school planning and decision-making and to ensure accountability for individual student achievement and school performance
- assisting the Principal to manage the financial and human and physical resources of the Specialised Learning Program
- ensuring staff in the Specialised Learning Program are provided with timely and appropriate feedback about their performance and presented with opportunities for professional learning in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated experience, knowledge and high-level skills in applying evidence based methodologies and interventions for individual education plans.
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 in a diverse range of educational settings.
4. Demonstrated high-level communication, interpersonal and public relation skills with the ability to establish and maintain effective relationships to achieve planned outcomes.
5. Demonstrated high-level conceptual and analytical skills, together with the proven ability to provide innovative solutions to complex problems and issues.

Eligibility and training requirements

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
- 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
- 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 25 October 2022
Reference D22/0780857