



Vacancy

Job title: Special Education Coordinator

Department: Zurub Teacher Resource Center / Faculty of Education

Immediate Supervisor: Project Director

Job Summary:

The coordinator will have a senior position in a project that entails the improvement of the quality of education in the community schools in the Palestinian society. He/she will coordinate, supervise and manage all special education services and activities provided by the project to the schools in Bethlehem district, Jerusalem and north Hebron directorate. The post holder will be based at Zurub Teachers Resource Center of Bethlehem University, working under the supervision and guidelines of the Project Director fulfilling the following specific responsibilities and duties:

- Establishes special education resource unit at Zurub Teacher Resource Center to provide professional support to principals, teachers, supervisors, students and parents in the project assigned schools on issues related to special education. The unit will contain all the tools, materials, equipments and other resources deemed necessary to improve special education services.
- Develops procedures, timetables, forms, record-keeping procedures, eligibility criteria, and other required tools for the efficient and effective operation of the special education unit.
- Designs, supervises and participates in training programs and workshops in special education for teachers in the project's assigned schools.
- Carries out field visits to the project assigned schools to coordinate various activities and services as needed.
- Supports school teachers in keeping record of progress for students with special educational needs.
- Coordinates and participates in all diagnostic and assessment services provided to students who may experience learning difficulties or underachievement.
- Provides professional support to school teachers in designing and implementing Individual Education Plan (IEP) for children's with special needs.
- Provides professional supports for teachers on differentiating curriculum, instruction, instructional strategies, and assessment methods and procedures to meet the educational needs of all students in the classroom.
- Maintains the student's rights and confidentiality.
- Holds and leads meetings with principals, teachers, and other professionals who are involved in the project assigned schools as appropriate. The meetings may deal with various issues and concerns related to training, students learning and other special education services.
- Collaborates with the other project coordinators and staff to implement and maintain services in accordance with the project required objectives.



- Participates in the countries various professional committees that may deal with developing diagnostic tools, learning packages and developing special education eligibility criteria.
- Coordinates and participates effectively in various activities related to the countries inclusive education program.
- Develops inclusive education procedures and criteria to improve all students' education in the regular classrooms at the assigned schools of the project.
- Documents effectively all special education activities carried out by the project and provides reports to the project director as appropriate.
- Teaches any of the courses related to special education offered by the Faculty of Education in a given semester as appropriate.
- Evaluates special education services offered by the resource unit at Zurub Center and by any other assigned school or any activities carried out by the project.
- Assumes any other duties as assigned by the Project Director.

Qualifications:

A Master's degree in special education or a closely related field is the minimum required qualification. PhD is preferred.

Experience Requirements:

A minimum of three years experience as special educator is required. Previous school experience is preferred.

Specific knowledge and skills:

- Exhibits professional knowledge and skills by having achieved a satisfactory level of technical and professional skills or knowledge in position-related areas.
- Demonstrates knowledge and application of learning theories, instructional design, and appropriate use of instructional technology in special education is required.

Other required skills:

- Demonstration of interpersonal and communication skills to work and interact effectively within the educational community (students, educators, parents, staff and the general public).
- Demonstration of comprehensive competencies that promote reliability, balance, responsiveness and flexibility in work related issues.
- The ability to provide educational leadership, including visioning, strategic planning, goal-setting, curricular innovation, program evaluation, problem solving, and utilizing management theory and practice.
- Proven ability in both Arabic and English is a must.