



INTERNATIONAL
COMMUNITY
SCHOOL

Job Title: Special Education Head of Program

Employer's Name: International Community School

Employment Start Date: March, 2024

Campus: Accra & Kumasi Campuses

ABOUT THE SCHOOL:

International Community School Ghana is a world-class institution providing students with an inclusive holistic and international education needed to succeed in college/university and become a public leader.

We educate confident, responsible and engaged learners from pre-school through to high school. Our students take the Cambridge International Exams, IGCSE and the AS/A Level Exams.

THE POSITION:

We are seeking to recruit an experienced and dedicated individual to join our team as the **Special Education Head of Program for our Accra and Kumasi campus**. This leadership role is integral to the success of our special education program with the two campuses (Accra and Kumasi), ensuring that students with diverse learning needs receive the support and resources they require to thrive academically and personally. The ideal candidate will possess a deep understanding of special education principles, strong leadership skills, and a passion for creating inclusive learning environments.

BENEFITS

ICS ensures that its teachers/staff are well catered for by offering them incentives and benefits as much as the resources of the school would allow.

These benefits are as follows:

- 1. Competitive Remuneration**
- 2. Bursary/Scholarship for staff wards (Maximum of 2 kids)**
- 3. Continuous Staff Training and Development for professional growth.**
- 4. Provident fund Contribution**
- 5. Enterprise Trustees Contribution**

6. Social Security Contribution

KEY RESPONSIBILITIES:

- **Program Development:** Lead the development and implementation of comprehensive strategies to meet the diverse needs of students with disabilities. This includes designing innovative programs and interventions to support student success.
- **Knowledge of Childhood Development:** Apply expertise in childhood development principles to inform program planning, instructional strategies, and support services for students with special needs. Ensure that all program components are aligned with best practices in child development.
- **Finalization of IEPs:** Collaborate with the special education coordinator to develop and finalize Individualized Education Plans (IEPs) tailored to meet the unique needs of each student on the program. Ensure that IEPs are comprehensive, goal-oriented, and regularly reviewed and updated.
- **Teacher Support:** Provide ongoing guidance, training, and support to special education coordinators and teachers to enhance their capacity to effectively support students with special needs. Foster a culture of collaboration and professional growth among staff members.
- **Student Support:** Work closely with special education coordinators, teachers, counselors, and other staff members to develop and implement individualized support plans for students with special needs. Monitor student progress and adjust interventions as needed to ensure optimal outcomes.
- **Parent Communication:** Maintain regular communication with parents/guardians of students with special needs to provide updates on student progress, discuss goals and objectives, and collaborate on strategies for support. Foster positive and productive partnerships with families.
- **Data Analysis:** Collect, analyze, and interpret data related to student performance, program effectiveness, and compliance with regulatory requirements. Use data-driven insights to inform decision-making and drive continuous improvement efforts.
- **Compliance:** Ensure compliance with all relevant laws, regulations, and policies governing special education programs. Stay abreast of changes in legislation and proactively address any compliance issues that may arise.
- **Team Collaboration:** Collaborate closely with the Head of schools, special education coordinators, specialists, parents, and teachers to create a cohesive and supportive school culture that prioritizes the needs of students with special needs. Foster a sense of belonging and inclusion for all members of the school community.

- Professional Development: Stay current on emerging trends, research findings, and best practices in the field of special education. Provide professional development opportunities for staff and special education coordinators to enhance their knowledge and skills.

PERSON SPECIFICATION

Requirements

Evidence of:

- Master's degree in special education, Psychology, Education or a related field, but a PHD with experience is an advantage.
- Minimum of 5 years of experience in special education, including leadership experience
- Comprehensive understanding of special education laws, regulations, and best practices
- Excellent communication, collaboration, and interpersonal skills
- Proven ability to lead and motivate a large team of educators.
- Experience with data analysis, program evaluation, research and continuous improvement initiatives for self and educators.
- Commitment to promoting equity, diversity, and inclusion in education.

Application Instructions:

NOTE:

Kindly submit your CV, application letter, certificates and a letter of recommendation from your current Head and contact of two references who will be contacted if shortlisted. Only shortlisted applicants would participate in the exams writing, teaching demonstration and interview. All appointments are subject to identity checks, criminal record checks and successful references.

Submit queries if any and your completed application to hr@icsghana.info.