



INTERNATIONAL  
COMMUNITY  
SCHOOL

**Job Title:** Special Education Teacher  
**Employer's Name:** International Community School  
**Employment Start Date:** March, 2024  
**School/Campus:** Prep & High School, Accra Campus

### **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:**

At ICS, we believe that every child deserves an inclusive and nurturing educational environment to thrive academically, emotionally and socially. We are dedicated to providing exceptional support and tailored instruction to students with diverse learning needs. As a result, the school seeks to recruit a passionate Special Education Teacher to coordinate the school's Special Education program to ensure the provision of needed services for special needs students as delegated by the Program Head of Special Services.

### **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**

### **PRIMARY ROLE:**

- Direct, monitor and mentor teachers' assistants working with students in their various classes and/or in the Learning Centre.
- Direct and manage special education programs and services to meet students' needs in the Prep-School & High School.

- Assist with the implementation of uniform Special Education policies, procedures and programming across the ICS community.
- Assist in the operation of all ICS Special Education programs and services including but not limited to instruction, related service, early intervention and transition.
- Ensure that student progress is evaluated on a systematic basis and that the findings are used to make special education programs more effective.
- Encourage and support the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.
- Obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness.
- Ensure that curriculum development is continuous and responsive to students with special needs.
- Compile, maintain and file all reports, documentations, diagnoses, records and other documents of students required.
- In collaboration with the Program Head, develop training options and/or improvement plans to ensure exemplary operations in the Special Education area.
- Demonstrate awareness of program needs and initiate activities to meet those needs.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Develop, implement and encourage parent and community relations, support and involvement with the schools.
- Understand and accept a high level of accountability and responsibility.
- Assist principals, school heads and the special education Program Head in day-to-day operations, problem-solving and addressing staff needs.
- Assist examination officers in the provision of accommodations for testing and end of term examinations.
- Develop, implement, and monitor a school system for annual goal progress monitoring and reporting.
- Participate in training to stay current with special education programs.
- Provide updates and in-house training for administrative, certified (general and special education staff), and support staff in response to changes to special education programs and ensures staff adhere to them.
- Other duties as assigned by the Program Head of Special Services.

## **PERSON SPECIFICATION**

### **Requirements**

#### **Evidence of:**

- Master's degree with a valid Teacher's License with certification as a Special Education Educator.

- Two or more years of teaching experience as a Special Education teacher with coordinating/lead experience preferred.

**Special Knowledge/Skills:**

- Understanding the individual needs of special needs students
- Ability to communicate with all levels of special needs students, parents, and staff.
- Ability to interpret diagnoses, policy, procedures, and data.
- Ability to coordinate personnel in a large school.
- Ability to coordinate school functions of all related special services.
- Strong organizational, communication, and interpersonal skills

**Working Conditions: Mental Demands/Physical Demands/Environmental Factors:**

- Ability to maintain emotional control under stress is required.
- Frequent classroom visits; occasional prolonged and irregular hours.

**Application Instructions:**

**NOTE:**

Kindly submit your CV, application letter, certificates and a letter of recommendation from your current Head and contact 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](mailto:hr@icsghana.info).