



**The Lilongwe Academy International School (TLAIS)** is an international private school, conveniently situated in Area 47/4 Lilongwe behind Silver Stadium. The school is founded on the firm belief that every child is unique, but all children need excellent education and motivation of their spirit, mind, and body to be well developed as future responsible citizens and leaders. Hence the motto “**Academic Excellence and Beyond!**” Its mission is to achieve distinction and excellence in academic performance, sports, conduct and be exemplary in preserving our culture and perfect life skills.

The Lilongwe Academy now invites applications from Candidates who meet the required qualifications and experience as follows:

**Position** : Student Support Services Lead (1)

**Reporting to** : The Principal

**Duties** :

Among other duties the successful candidate will be expected to perform the following duties:

- Oversee and manage all aspects of the Special Needs Education programmes within the school. This includes developing and implementing policies, procedures, and curriculums that meet the unique needs of students with disabilities.
- Work closely with teachers, parents, and other stakeholders to ensure that students are receiving appropriate resources to support their learning and development,
- Ensuring resource teachers are using effective and appropriate teaching methods. The Student Support Services Lead also ensures that ethically accepted assessment methods are being used to assess students.
- Work to create a positive and inclusive environment that fosters academic and social growth for students with disabilities, and may also advocate for funding and resources to support Special Needs Education programme.

**Essential Job Functions:**

- Collaborate with the Principal and Resource Teachers for the purpose of implementing and maintaining services and/or programmes.
- Set staffing levels for the school in Special Needs Education programmes for the purpose of providing services with fiscal efficiency.
- Direct personnel, for the purpose of delivering services which conform to established guidelines.
- Develop proposals, new programs, budgets and grants for the purpose of meeting School goals.
- Evaluate Special Needs Education programmes and monitor the implementation of Special Needs Education and compliance with regulations for the purpose of carrying out and achieving objectives within area of responsibility.
- Facilitate meetings and processes, for the purpose of implementing and maintaining Special Needs Education programmes
- Manages the Department budget.
- Communicate information on programmes, services, and regulations to relevant stakeholders.
- Assist with recruiting, hiring, supervising, and evaluating Special Needs Education staff including speech pathologists and assistants, school psychologists, occupational therapists, physical therapists, and providers of Early Intervention and Early Childhood Special Needs Education, for the purpose of carrying out objectives within areas of responsibility.
- Supervise the development of Individual Education Programs (IEP).
- Coordinate with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.
- Supervise the training of Special Needs Education personnel for the purpose of assuring well-trained staff.
- Maintain a high level of knowledge regarding developing Special Needs Education issues, changes in the laws, and educational methods of educating students with disabilities, for the purpose of managing an excellent Special Needs Education programme.

## **Qualifications, Knowledge, Skills and Abilities**

### **Professional Qualification required:**

A relevant Degree in Special Needs Education.

Those with teaching experience with increasing levels of administrative responsibility in Special Needs Education curriculum, will have an added advantage.

### **Knowledge and Skills**

- Leadership Skills to manage personnel and programmes.
- Excellent verbal and written communication skills.
- Problem solving skills.
- Knowledge of Special Needs Education curriculum and programming.
- Ability to sit for prolonged periods, provide direction to others and make independent judgments.
- Keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds in oral and written form.
- Significant physical abilities include reaching/handling/fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation.

### **How to apply**

Interested applicants should send their cover letter, CV and copies of certificates through the following email address: [vacancies@lilongweacademy.ac.mw](mailto:vacancies@lilongweacademy.ac.mw), or to: **The Principal, The Lilongwe Academy, P/Bag B499, Lilongwe 3**, not later than **05 May, 2024**. To get information about the Academy please visit our Website: [www.lilongweacademy.ac.mw](http://www.lilongweacademy.ac.mw).

***NOTE: The Lilongwe Academy values itself as an equal opportunity employer. Female candidates are encouraged to apply.***