

Special Education Program Coordinator

Philippines

This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

ASSIGNMENT DETAILS

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| Assignment title | Special Education Program Coordinator | | |
| Partner Organisation | Center for Excellence in Special Education (Stepping Stone) Foundation, Inc. | | |
| Location | Parañaque City, Metro Manila | | |
| Website of Partner Organisation | https://www.steppingstone.ph/ | | |
| Duration of assignment | 12 weeks | Start date | Preferably 07 June 2021 but can be flexible |
| Type of assignment | Remote | Australian Organisation | N/A |
| Time commitment | Full time (25 hours per week or more) (Remote volunteers only) | | |

PARTNER ORGANISATION OVERVIEW

Stepping Stone is an educational institution that takes care of children with mild to moderate intellectual disabilities, using or modifying the general education curriculum to meet the child's individual needs. They primarily equip these children with life skills and basic literacy, so that they can become functioning members of society.

It started out as a project of the Rotary Club of Makati City in 1972. The goal then was to provide education for indigent children but over time, more and more children with special needs were becoming part of the student population, earning a reputation as a school for Special Education. In 1986, Stepping Stone was formed into a non-stock, non-profit foundation under the name Development Center for the Handicapped Foundation, Inc. In late 2013, the foundation changed its name to Center for Excellence in Special Education (Stepping Stone) Foundation, Inc. to reflect a more appropriate identity as the premiere school for special education in the country.

Stepping Stone offers special education classes, technical education and skills development training (culinary, housekeeping, coffee making, bread making), auxiliary services (speech therapy, occupational therapy, physical therapy, alternative therapy, laundry services, and water refilling services), and pre-schooling.

They have two (2) campuses, one in Parañaque City and one in Makati City. The volunteer will be based in Parañaque City. In this campus, they have an Executive Director who is in charge of overall operations, four(4) full time staff, and five (5) teachers.

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ASSIGNMENT DETAILS

Assignment overview

In the past 33 years, Stepping Stone has been assisting families and their children with special needs through education, skills development training, therapy, and in-school and out-of-school activities. To supplement the education and skills development training they provide, they also offer different types of therapy to children with various types of disabilities. These include specific Learning Disabilities, Speech Language Impairments, Multiple Intellectual Disabilities, Orthopedic Impairments, Autism, Down Syndrome, ADHD, William Syndrome and other related development impairments.

With this, a volunteer is needed to assist Stepping Stone in further improving its Special Education Program, and increasing the capacity of the faculty in delivering the learning goals set for their students. The mentorship will equip all concerned professionals with the best practices in implementing the Individualized Education Plan, case management, collaboration, and monitoring of students' progress. The volunteer will also foster a work culture and environment where knowledge, skills sharing, and relationships are highly valued.

Assignment objectives

To assist in improving the school's Individualized Education Program (IEP) design and assessment tools for pre-vocational and vocational skills development of special needs students

To innovate existing instructional schemes and learning and therapy plans

To increase the capacity of teachers and parents in effective special education program management

To include all people directly affected by the volunteer assignment in the Partner Organisation and community, using strategies that promote: gender equality; inclusion of youth; inclusion of people with a disability; child protection and safeguarding; inclusion of marginalised groups.

Duties and responsibilities of the volunteer

Observe classes (virtually) and assess existing instructional schemes, behavior modification techniques, learning plans, and their special education program and identify strengths and gaps

Work with teachers and supervisor in improving the special education program

Provide training/mentoring sessions for faculty on best practices in teaching and performing other work-related duties

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Selection criteria

Degree in Education, Special Education, Educational Management

Experience and knowledge in the educational setting with focus on SPED and inclusive education

Adept in curriculum development and individualized education plan/program design & management

With high level of interpersonal skills and mentorship capacity

Desirable skills, language and experience

Proficient in the use of technology and basic computer tools

Strong communication skills and can work well with teams

Experience in leadership and management on educational settings

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| Line Manager | Academics Head for gradeschool and SPED |
| Staff Supervision | No |
| Working relationships | The volunteer will work with teachers as counterparts and occasionally with students and their parents and families. All work will be online. |
| Hours and days of work | Monday to Thursday: 8:00 am to 12:00 noon/ Afternoon 1:00-4:00/ Fridays: consultation 9:00-am- 12:00 nn |
| Leave | All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays. |
| Professional indemnity insurance | <i>No - This assignment is not deemed to require professional indemnity insurance</i> |
| (Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.) | The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure. |

LIVING AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

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| Living allowance | The full-time weekly allowance is \$AUD30. The allowance levels are based on the cost of living in the host country location and are listed in \$AUD. Allowances will be reviewed periodically and may increase or decrease. |
| Accommodation allowance | N/A |
| Language support | Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required. |
| Country profile | Learn more about the host country location by reading the country profile. We encourage |

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| | candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process. |
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| https://www.australianvolunteers.com/countries/philippines | |
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HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally, and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

Personal circumstances

Not applicable for remote volunteering