

JOB DESCRIPTION

Position:	Program Coordinator – Inclusive Education	Hours:	Averaging 35 hrs/week
Classification:	Externally Funded	Date:	May 2019
Dept:	Student Affairs (Jennifer Keeping Centre)		
Reporting To:	Student Development Officer – Disability Support	Group:	Non Union

SUMMARY:

The Jennifer Keeping Centre (JKC) provides a range of services to support students with disabilities in making a smooth and successful transition to university. Incumbents employed with the Jennifer Keeping Centre will work cooperatively with the academic schools, Career Services, the CBU Student Union and Enrolment Services in providing support to students.

Reporting to the Student Development Officer – Disability Support, the Inclusive Education Program Coordinator oversees a program which provides post-secondary education to people ages 17-24 who have intellectual and developmental disabilities; in order to further the students' education, include them in student life and prepare them for future work.

SPECIFIC RESPONSIBILITIES:

- Conducting student and parent interviews.
- Participate in assessing students' fit with the Inclusive Education Program.
- Coordinating with faculty members regarding programming for students who are participating in the Inclusive Education Program.
- Conducting workshops for faculty and staff on working with intellectually or developmentally disabled post-secondary students.
- Assisting with Program promotion, including public speaking and designing written materials, to ensure Program success.
- Writing reports for funding organizations.
- Supporting faculty with student placements and developing mentoring supports
- Supporting part-time student workers.
- Coordinating on campus social experiences to fully integrate students.
- Compiling and sharing student and parent experiences such as key learnings and satisfaction with the Program.
- Assisting students who have completed the Program with finding employment.
- Other related duties as assigned.

QUALIFICATIONS:

- Bachelor’s degree in related field (i.e. Community Studies, Education, Psychology).
- Master’s degree is considered an asset; or an equivalent combination of education and experience.
- Experience working with people with disabilities, preferably in an educational or career services setting.
- Experience with program development and planning.
- Excellent interpersonal and communication skills.
- Excellent time-management and problem-solving skills, and attention to detail.
- Ability and desire to work independently in a fast-paced environment and complete multiple tasks and a large volume of work in a timely and effective manner.
- The ability to work well with others, both internally and externally, from a wide variety of backgrounds.
- Skill in using Microsoft Office.
- Ability to learn new software programs quickly and effectively.

Program Coordinator - Inclusive Education

Date

Human Resources Department

Date

Established:	May 2019
Reviewed:	
Revised:	