

Disability Services Coordinator

Position: Permanent; full time; Academic Specialist (Non Teaching Academic Staff Member)
Contract/Grade: Academic Staff Member Grade

INTRODUCTION

Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury’s three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on “applied” learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

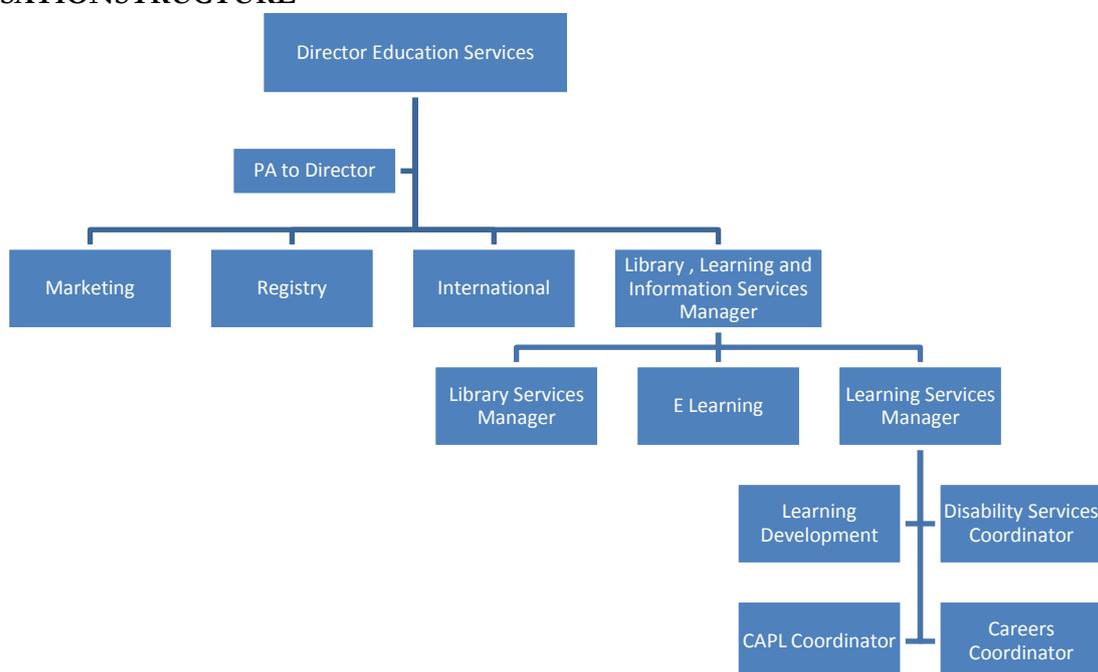
Over 1500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

Education Services Division

Library, Learning and Information Services (LLIS) is located within the Education Services Division. This is a large, diverse division which also includes Marketing, Registry, Careers Centre, Learning Services and the International teams. Education Services works in partnership with faculties and divisions to support CPIT’s educational objectives and student success. Disability Services assists students with disabilities by providing appropriate, disability related study support services and specialist resources. The phrase “students with disabilities” is used to reflect a diverse group of students with learning, sensory, physical, psychological, mental health or medical conditions. Students who are Deaf i.e. use sign language, also use this service.

ORGANISATIONSTRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

The Inclusive Education Coordinator is responsible for the provision of:

- Expert and cost effective services which reduce or remove barriers to learning for students with impairments and which optimise participation and success for these students
- Ensure students' learning requirements are being met through the provision of information, support, services and equipment.
- Ensuring an inclusive education perspective is included in strategic institutional initiatives

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p><i>Education/Qualifications:</i></p> <ul style="list-style-type: none"> • A relevant tertiary qualification (preferably a degree) • A professional qualification in the area of disability support or education. 	<ul style="list-style-type: none"> • A professional qualification in the area of adult teaching and learning
<p><i>Experience/Skills/Knowledge</i></p> <ul style="list-style-type: none"> • Professional experience in the area of disability support or education • Experience of working with students with Learning disabilities • Understanding of the range of impairments and how impairments relate to the learning and pastoral needs of individuals • Confidence in using Information and Communication Technologies, including understanding of assistive technologies and their application for people with impairments • Knowledge of disability organisations/networks locally and nationally • Understanding of policy and legal frameworks as they relate to disability in the tertiary sector • Effective management skills with the ability to motivate and support staff and to establish participatory team dynamics • Ability to effectively manage delegated resources • Highly developed written and oral communication skills, as well as high standards of confidentiality and personal integrity 	<ul style="list-style-type: none"> • Experience working with adult learners • Experience of developing, implementing and evaluating strategic initiatives in the disability field.
<p><i>Personal Attributes</i></p> <ul style="list-style-type: none"> • The ability to cope with the pressure of multiple competing demands • A collaborative working style • A willingness to commit to the CPIT staff profile for a learning organisation 	

KEY FUNCTIONAL RELATIONSHIPS	
<p>Internal</p> <ul style="list-style-type: none"> • CPIT staff and students • Library, Learning & Information Services • Education Services Division • Staff Development 	<p>External</p> <ul style="list-style-type: none"> • Disability agencies and organisations both local and national • Disability Coordinators within the tertiary sector

<ul style="list-style-type: none"> • Health and Safety Committee 	
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KEY TASKS	EXPECTED RESULTS
<ul style="list-style-type: none"> • Provide professional leadership for Disability Services across CPIT, including Divisions and Faculties • Plan for and coordinate the provision of appropriate and affordable services, support and other resources delivered through Disability Services for students and staff • Facilitate staff development through training and events that contribute to achieving the CPIT staff profile for disability awareness • Work collaboratively with staff to promote full educational participation for students with impairments • Provide leadership for the Disability Services team in a way that ensures the team has a clear understanding of their roles and responsibilities to maintain high delivery standards • Maintain professional relationships with external disability networks and organisations in order to identify collaboration opportunities and share best practice • Manage the Disability Services resources sustainably to ensure all services are cost effective while delivering excellent customer service • Work collaboratively with a range of student support services to promote an integrated service for students with impairments. • Contribute to the successful implementation of projects supporting the Foundation Strategy in relation to inclusive education and the work of the Learning Services team. 	<ul style="list-style-type: none"> • Disability Services has an excellent reputation within CPIT, functions effectively, and delivers a range of appropriate, equitable, and timely support services to students with impairments. • Disability Services is responsive to the institution’s strategic goals and objectives. • An inclusive learning environment is provided for students with impairments informed by the New Zealand Disability Strategy and the Code of Practice. • All staff managed by this role actively contribute to the achievement of the overall objectives of Library, Information and Learning Services • Collaborative relationships and networks are established within CPIT and with appropriate outside organisations and agencies

NOTES:

The successful applicant is required to commit to [CPIT’s staff profile](#) which encompasses foci on students, **learning and teaching, innovation, flexibility and continual learning, research, biculturalism, internationalization, disability awareness, environmental awareness and sustainability, health and safety and IT literacy.**

All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the **Learning Services Manager.**

ADDITIONAL INFORMATION

1. Student Evaluation

Each lecturer is required to implement a system of obtaining from students, evaluation on the course in general and on their performance to assist professional development. Assistance is available in the School or through the Staff Development Coordinator.

2. Staff Appraisal

CPIT has in place a staff appraisal process in relation to job performance. All staff are required to take part in the process.

3. Staff Training and Professional Development

Academic staff who do not have a teaching qualification are required to enrol in the Certificate of Adult Teaching. CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

4. [CPIT Profile](#)

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

5. Health and Safety

Applicants for positions are asked to declare and relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for short listing but we do expect you to discuss your needs as part of the interview process or when accepting an employment offer where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions e.g. a hearing test for those involved in engineering workshops.

6. Probationary Period

Every academic staff member appointed for the first time to a tenured (permanent) position must serve a probationary period of two years, which may be reduced in certain circumstances or extended for up to a further year. People appointed to limited tenure (fixed term) positions may be required to serve a probationary period. Confirmation of appointment at the end of the probationary period is by the decision of the Chief Executive Officer communicated in writing.

7. Intellectual Property

Intellectual property developed by Employees in the course of their employment belongs to CPIT. This includes but is not limited to programme/course/lesson plans, course descriptors, notes, assignments, tests, evaluations.

8. Employment Terms and Conditions

Appointment is within the terms of the employment law and for the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the Academic Staff in Tertiary Education Collective Agreement ([ASTE](#)). At CPIT we also have another collective employment agreement which covers the terms and conditions of employment for academic staff members. If the staff member joins a union ([ASTE](#) or [ATTU](#)), the terms of that union's collective agreement applies in accordance with the legislation current at the time of joining. If the staff member does not join a union, s/he remains on an individual employment agreement and we can mutually agree the terms and conditions.

9. Equal Opportunities Employer

CPIT is committed to equality and diversity and makes a determined effort to develop an inclusive environment to achieve a balanced gender representation and increase the number of Maori and other under represented groups on staff. We are an active provider of opportunities for differently abled people and recognise that all staff, are not only our employees, but have multi faceted lives that from time to time may require flexibility from CPIT to assist in meeting their other commitments.

APPLICATION DETAILS

Applications for appointment must be marked:

Disability Services Coordinator

DR3347

Applications should be addressed to:

Senior HR Advisor

Christchurch Polytechnic

Institute of Technology

P O Box 540

CHRISTCHURCH

Email: hr@cpit.ac.nz

Phone: 03 940 8623

Fax: 03 940 8616

***Applications Close
Friday 17th October 2008***

The standard application form provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed. CPTT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.