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UNIVERSITETI I EVROPËS JUGLINDORE
УНИВЕРЗИТЕТ НА ЈУГОИСТОЧНА ЕВРОПА
SOUTH EAST EUROPEAN UNIVERSITY

Vacancy

for the position of Special Educator at the Resource Center for visually impaired children - Tetovo

Type of Position: Special educator

Part time, August 2017 – June 2018

Supervisor: Education coordinator or designee

Location: Resource Center for Visually Impaired Children, at the “Woodrow Wilson School” in Tetovo

Background

South East European University is implementing the USAID and LCIF Children with Visual Impairments Project (CwVIP – more info about the Project at <http://cvip.seeu.edu.mk>). The Special educator will support the timely and accurate implementation of activities. He/she will support the program in day to day activity management.

CwVI Project operates as a team. Each team member is expected to support colleagues in duties outside of his/her scope of work, participate in program meetings, activities in various project components. CwVIP staff coordinate with all relevant partners and subgrantees (such as the City Red Cross of Skopje) to accomplish the workplan and project objectives.

The goal of the Special educator is to run responsibly the Resource Center for Children with Visual Impairments, as part of the Children with Visual Impairments Project – (CwVIP), within the school facility of “Woodrow Wilson” School, in Tetovo.

The eligible criteria for the position of Special educator is to have working experience with visually impaired and blind children. This individual will be mentored on a daily basis by program specialists (Educational Coordinator, Chief of Party, Project Coordinator, Promotion specialist) and will focus on the implementation of grant activities.

The Special educator will contribute to the successful implementation of the project and will personally acquire new knowledge and skills through the performance of professional project related tasks.

Minimum qualifications and experience:

Required:

- Bachelor in special education degree level qualification or equivalent professional qualification;
- Extensive experience in teaching or work with schools and teachers;
- Knowledge of good practice and trends in education for children with special needs (visual impairments);
- Effective experience in education programs development and reporting;
- Effective communication (oral and written) in Macedonian and Albanian.

Desirable:

- Skills, knowledge and effective experience in teaching persons with visual impairments;
- Effective communication (oral and written) in English;
- Knowledge of Braille in writing and reading;
- An interest in issues related to persons with disabilities, education of children with disabilities or visual impairment;
- Self-starter;

Duties and Responsibilities:

The following responsibilities are not exhaustive and do not cover every task or duty that might be assigned to the Special educator.

- To teach blind children Braille (literacy) and other modules, as planned in the project description and annual work plan.
- To help promote education for children with visual impairments (VI), to increase access to education and literacy, as well as social and professional skills for VI children.
- To work with teachers of regular schools, who are involved in teaching visually impaired children to deliver better service to those children.
- In accordance with school authorities, specific children's needs and the Project office, to propose a weekly schedule of classes to be held at the Resource center, of no less than 8 direct classes with children per week.
- To be responsible for using and managing the resources of the Center, textbooks, audio files, and other content and to provide materials to the Resource Center.
- To attend training sessions within the scope of the CVIP, organized by the Project's office.
- To keep regular contact with the children with visual impairments, their families, and school authorities.
- To report to the Project's office on regular/weekly basis (complete reports/forms provided by the Project's office).
- To help promote the Resource Center to the local communities in order to attract children who are not integrated in the education system.

The monthly gross income will be \$210.00, equivalent to Macedonian denars.

All interested applicants should send an e-mail to: cwvi@seeu.edu.mk with the title **SPECIAL EDUCATOR APPLICATION.**

Please email a CV and a letter of interest by August 4th, 2017. Only applicants invited for interview will be contacted.