



## Programme Leader

Are you interested in a career that involves helping all children reach their highest potential regardless of their ability? Are you energetic, creative, and enjoy working with children? This may be the role for you...

**BSMART Development Foundation** is seeking a person to assist with their S.M.A.R.T. Neurodevelopmental Programming

### Main responsibilities will include:

- Planning, organizing and implementing S.M.A.R.T. components during the neurodevelopmental programs.
- Assessments, development of products and associated S.M.A.R.T. materials.
- Collecting, organizing, graphing of screening and assessment data using MS Excel. Record keeping.
- Providing assistance in program planning, special project planning and implementation.
- Coordinating written and internet communication to schools, clients, therapists, and/or donors.
- Providing assistance and support of SMART implementation within other BSMART programs - including possible on site mentoring.
- Organizing and conducting camps as a lead instructor inclusive of registration, preparation, planning and overseeing the entire process.
- Moving, organising of equipment and assisting with packing away materials and cleaning when necessary.
- Collaborating with therapists.

### The successful candidate will have:

- Bachelor's degree in elementary education; preferably special education or early childhood education.
- Minimum of five years teaching experience.
- Ability to work with groups of children of various ages (4 - 8 years) and ability levels at the same time.
- Proven class management skills.
- Knowledge of neurodevelopmental education with preferred exposure to and understanding of developmental interventions.
- Extensive knowledge in child development and science along with an interest and/or experience in therapeutic applications involving occupational, physical, or speech language pathology.
- Excellent communication skills both verbal and written.
- Proficiency with the Microsoft Office Suite of products; knowledge of MAC software would be advantageous.
- Social media skills: experience posting and updating various platforms such as Facebook, Instagram and other media would be an asset.
- Flexibility to travel as needed throughout the year.
- Must have own transportation.

**BSMART is a growing non-for-profit organisation who would also welcome support from Volunteers - for more information & to apply for the above position - reach out today!**

Contact: **Steph Brown** Tel: **400 6002**  
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Closing date: Friday, **31st May 2019**

**Acumen**  
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