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## DISTRICT

*This is a position of Special Responsibility reporting to the Superintendent of Schools.*

**Position:** Outer Islands Middle Years Program Coordinator

**Appointment:** 0.05 FTE (Temporary)

*The District Coordinator will:*

- Provide educational leadership and support to teachers as they implement curriculum
- Maintain current knowledge of curriculum and assessment best practice
- Share information regarding emerging curriculum
- Work collaboratively with teachers, principals, district staff, and others
- Advise teachers of resources available to support best practice
- Network with school & district staff
- Assist in facilitating Ministry of Education initiatives throughout the district
- Provide support to teachers as they focus on personal growth in their teaching practice
- Facilitate communication among teachers pertaining to teaching practice, curriculum, assessment and growth projects
- Manage a budget
- Set priorities and manage a flexible schedule

**Necessary Qualifications:**

- B.C. Ministry of Education Teaching Certification
- A teacher or a principal or vice principal in the district
- Excellent communication and interpersonal skills
- Knowledge of current trends in curriculum, teaching methodology, assessment practices and the delivery of educational services to students
- Knowledge of current trends in professional growth initiatives
- Proven ability to use technology to support and to enhance student learning
- Evidence of exemplary teaching practice

**Desired Qualifications:**

- Proven ability to work as a member of a team
- Successful experience in facilitating workshops
- Proven ability to coordinate and collaborate with educators within the district

**Start Date:** September 1, 2017

**End Date:** June 30, 2018

**Closing Date:** 4:00 p.m., Monday, June 26, 2017

## Outer Islands Middle Years Program Coordinator

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**Apply in writing to:** Linda Underwood, Director of Instruction, Human Resources  
School Board Office  
c/o Dawne Fennell, Executive Assistant  
Fax: 250-537-4200  
Email: [dfennell@sd64.bc.ca](mailto:dfennell@sd64.bc.ca)

**Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.**

**Please indicate clearly in your cover letter the position and posting number to which you are applying.**

Successful Applicant: \_\_\_\_\_

**Please copy to:**

- Posting Email Reps. (GITA & TTOC)
- School Board Office
- Payroll
- Personnel
- Job Posting Website



**June 19, 2017  
(District Posting No. 15) (2017/18)**