

• • PLEASE POST • •

DISTRICT

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

Position: Early Learning Coordinator

Appointment: 0.2 FTE (Temporary)

Assignment: Birth to 8 years

Role/Duties and Responsibilities:

- ▶ Provide educational leadership and support to teachers as they implement curriculum
- ▶ Support principals in providing program supervision for district Strong Start staff
- ▶ Maintain current knowledge of curriculum and assessment best practice
- ▶ Share information regarding emerging curriculum
- ▶ Work collaboratively with teachers, principals, district staff, and others who deliver educational services to children in all district schools
- ▶ Work collaboratively with early childhood development service providers
- ▶ Advise teachers of resources available to support best practice
- ▶ Network with school & district staff, community early learning providers, other districts, Ministry of Education and professional development providers
- ▶ Assist in facilitating Ministry of Education Early Learning initiatives throughout the district
- ▶ Provide support to educators as they focus on personal growth in their teaching practice
- ▶ Facilitate communication among educators pertaining to teaching practice, curriculum, assessment and growth projects
- ▶ Coordinate training to support early years assessment practices
- ▶ Participate in regular district meetings related to educational initiatives
- ▶ Manage budgets
- ▶ Set priorities and manage a flexible schedule
- ▶ Purchase, distribute and manage professional and learning resources

Necessary Qualifications:

- ▶ B.C. Ministry of Education Teaching Certification
- ▶ Certificate or diploma in Early Childhood Education, preferably with a current ECE license to practice
- ▶ 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, Early Learning research 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 and in other jurisdictions
- ▶ Proven ability to develop school and district-wide plans for Professional Development

District Early Learning Coordinator

Start Date: September 1, 2018
End Date: June 30, 2019
Closing Date: 4:00 p.m., Monday, June 11, 2018
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

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 4, 2018
(District Posting No. 01) (2018/19)