

• • PLEASE POST • •

DISTRICT

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

Position: Coordinator of French Programs

Appointment: 0.2857 FTE (temporary)

Assignment: Grades 5 to 12

The Coordinator of French Programs will:

- ▶ Provide educational leadership and support to teachers of French as a Second Language (FSL) and French Immersion (FI) classes as they implement curriculum
- ▶ Maintain current knowledge of curriculum and 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
- ▶ Advise teachers of resources available to support the implementation of French curriculum
- ▶ Network with school staff, other districts, Ministry of Education and professional development providers
- ▶ Assist in facilitating Ministry of Education initiatives throughout the district
- ▶ Assist in determining the language proficiency of prospective teachers and support staff
- ▶ Advocate for and oversee integrity of French programs
- ▶ Provide support to teachers as they focus on personal growth in their teaching practice
- ▶ Coordinate French Immersion exchange programs
- ▶ Provide support for French Immersion enrollment procedures
- ▶ Facilitate communication among FSL and FI teachers pertaining to teaching practice, curriculum, assessment and growth projects
- ▶ Participate in regular district meetings about educational initiatives
- ▶ Manage a budget
- ▶ Set priorities and manage a flexible schedule
- ▶ Purchase, distribute and manage professional and learning resources

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
- ▶ Evidence of proficiency in both French and English
- ▶ Evidence of exemplary teaching practice in both French Immersion and FSL programs
- ▶ 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

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

French Programs 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 these positions.

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. 02) (2018/19)