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## DISTRICT

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

**Position:** School of Performing Arts Program Coordinator – Gulf Islands Secondary School

**Appointment:** 0.1429 FTE (temporary)

**Assignment:** Grades 9 – 12

**The Gulf Islands School of Performing Arts (GISPA) Program Coordinator will:**

- Provide educational leadership and support to GISPA teachers as they implement curriculum
- Maintain current knowledge of curriculum and assessment best practice
- Support program development and promotion and student placement
- Share information regarding emerging performing arts curriculum
- Work collaboratively with teachers, principals, district staff, and others who deliver educational services to students in all district schools
- Advise GISPA teachers of resources available to support best practice
- Network with school & district staff, other districts, Ministry of Education and professional development providers
- Provide support to GISPA teachers as they focus on personal growth in their teaching practice
- 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 with exemplary training and experience in one or more of the performing arts
- Excellent organizational, communication and interpersonal skills
- Knowledge of current trends in performing arts 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

**Start Date:** September 1, 2018

**End Date:** June 30, 2019

**Closing Date:** 4:00 p.m., Monday, June 11, 2018

## School of Performing Arts Program Coordinator – Gulf Islands Secondary School

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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 4, 2018**  
**(District Posting No. 03) (2018/19)**