

# • • 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

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**Start Date:** September 1, 2019  
**End Date:** June 30, 2020  
**Closing Date:** 4:00 p.m., Friday, March 15, 2019  
**Apply in writing to:** Linda Underwood, Assistant Superintendent  
School Board Office  
c/o Lori Deacon, Executive Assistant  
Fax: 250-537-4200  
Email: [ldeacon@sd64.org](mailto:ldeacon@sd64.org)

**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

March 8, 2019  
(G.I.T.A. No. 02) (2019/20)

*LUnderwood*