

## **Job Title: Director of Instruction, Inclusive Education**

The Burnaby School District is committed to meaningful actions that further Truth and Reconciliation and we are honoured to be doing this work on the unceded and ancestral lands of the hənq̓əmin'əm' and skwxwú7mesh speaking people. We acknowledge the stewardship of these lands by the x̱w̱məθḵw̱əy̱əm, Skwxwú7mesh, and sə́lilwətaʔt Nations.

The Burnaby School District is the fourth largest in BC. The district operates 41 elementary and 8 secondary schools, including a range of district and provincial resource programs. The district supports and provides learning to 25,000 Kindergarten to Grade 12 (K-12) students and to more than 6,000 adult learners through our established Burnaby Community & Continuing Education program. With more than 100 languages spoken in the homes of its students, the district is one of the most culturally diverse in Canada.

The District is seeking an experienced educational leader to join its instructional services team as a **Director of Instruction- Inclusive Education**. The successful candidate will provide the system with expert advice on provincial policies, procedures, and guidelines related to learning supports for diverse learners. The individual will hold an effective track record of leading organizational change and can implement school and district-wide programs. This individual has demonstrated success in conflict resolution and problem-solving. We are looking for a leader who inspires others, understands the strength of diversity, makes a difference in the lives of learners and embraces partnerships.

### **A Director of Instruction- Inclusive Education in Burnaby:**

- Is committed to collaboration, teamwork and problem solving as a member of the district instructional team;
- Has impeccable communication skills;
- Demonstrates excellent instructional leadership, management and supervisory skills;
- Is knowledgeable about current research in meeting the needs of each learner; and
- Displays skill and talent for community relations including the ability to work effectively with a wide range of people.

### **Qualifications:**

- Bachelor's degree in special education and master's degree in areas such as special education, program and curriculum development, supervision of instruction, educational and administrative leadership or bachelor's degree in an area other than special education and a master's degree in special education; and/or relevant special education coursework or relevant work experience will be considered;
- 7 years' experience in the K-12 system;
- Expert knowledge related to evidence-based practices related to the instruction of students with diverse needs ;

- Expertise in areas of provincial policies, procedures, and guidelines related to learning supports;
- Demonstrated experience in working with educators and education partners to evaluate and recommend strategies related to educational and social outcomes for students;
- Member in good standing with the BC Teacher Regulation Branch; and
- Recent successful and relevant administrative K-12 experience as a principal or district administrator.

### **Application Information:**

If you have the above qualifications, and are passionate for public education, we welcome your application. Please ensure that your application includes all the required document noted below. Only those applicants' that have a full application will be considered. Please submit your application **no later than 4:00pm on April 19, 2024** through Make a Future at <https://bit.ly/3J4T1C2>.

### **Please include the following documents in your application:**

- Your cover letter which includes a description of your education, experience, and professional development as they relate to the position.
- Your statement of education philosophy
- A comprehensive resume which reflects your education, experience, and professional development
- A maximum of three current letters of reference; one of which must be from a current supervisor. Referees should comment on the applicants' demonstrated abilities as they relate to the position. References are to be sent to Ravneet Dosanjh via email at [ravneet.dosanjh@burnabyschools.ca](mailto:ravneet.dosanjh@burnabyschools.ca) directly from the Referee.
- Copies of your certificates (i.e., professional credentials)

The Burnaby School District values inclusion and embraces diversity as a strength. Our goal is for all individuals to feel a sense of belonging in a safe, supportive, and welcoming community. We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, LGBTQ2+ and persons with disabilities.

### **How to apply:**

1. Register on Make a Future: <http://www.makeafuture.ca>
2. Create a profile
3. Click on Job Postings then click Search
4. Select the Job you are qualified for
5. Answer ALL job posting questions then click Apply
6. Upload ALL supporting documents
7. You will receive a confirmation email once your application has been submitted

### **Timelines:**

- Please submit your full application **no later than 4:00pm on April 19, 2024**
- Shortlisted applicants will be interviewed between **May 3 to 15**
- We ask that all applications be submitted through Make a Future <https://bit.ly/3J4T1C2>
- Expected position start date is August 1, 2024

The Burnaby School District is committed to creating and maintaining an accessible work environment for all members of its workforce. Within this hiring process we will make efforts to create an accessible process for all applicants' (including but not limited to people with disabilities). Confidential accommodations are available on request by contacting Ravneet Dosanjh in Human Resources. Any questions during the recruitment and hiring process should be directed to Ravneet Dosanjh in Human Resources, by email at [ravneet.dosanjh@burnabyschools.ca](mailto:ravneet.dosanjh@burnabyschools.ca)

**What we offer:**

We have exceptional talent in our District and pride ourselves on being an engaging, collaborative, and supportive employer, as well as a progressive leader in education.

We offer and welcome employees to take the opportunity to develop their careers within our District. There are many opportunities for those employees that possess the qualifications and capability to access positions of advancement.

Employees are supported throughout their careers to engage in professional development opportunities by encouraging learning on assigned professional development days, providing professional development workshops, and providing the opportunity for reimbursement of external professional development.

Director of Instruction compensation is determined by BC Public Service Employer Association. The starting salary range for this position is \$166,763 along with a comprehensive benefits package including pension. Further details will be discussed at the time of hire.

Successful applicants will be required to consent to a Criminal Record Search prior to employment. Only those persons selected for interviews will be contacted.

**Thank you for your interest in the Burnaby School District!**