



**Group:** KLTF  
**Title:** District Diversity Education Teacher Coordinator  
**Dept.:** Inclusive Education  
**Location:** District (based out of Nelson)

**Position Description:**

The District Diversity Education Teacher Coordinator is a member of District Staff in a Position of Special Responsibility working under the direction of the Director of Instruction, Equity, Inclusion and Reconciliation or designate. The District Diversity Education Teacher Coordinator works collaboratively with students and staffs in building capacity to raising awareness of diversity, including SOGI celebrations and opportunities, Universal Design for Learning (UDL) strategies, strategies to support students building and maintaining healthy relationships, and supporting staff to implement diversity-/equity-/inclusion-related curriculum, procedures and initiatives. Professional learning will be according to the current district calendar and budget.

This position requires an enthusiastic, high energy, experienced and dedicated educator. This assignment is a district position with responsibilities to students and staff in schools throughout the district.

A commensurate Position of Special Responsibility allowance will be assigned to this position in accordance with the current KLTF/SD8 Collective Agreement. This position is a 0.20FTE position for the remainder of the 2022-23 school year (may be extended).

**Duties & Responsibilities of District Teacher Coordinators:**

- Facilitate the goals and strategies of the Framework for Enhancing Student Learning (FESL) and the District Strategic Plan.
- Analyze, lead and present on provincial, school and district data to inform priorities for work plan, reporting out on progress aligned with FESL.
- Work with staff to incorporate First Peoples Principles of Learning.
- From an equity leadership lens, work with staff to incorporate inclusive and accessible learning practices.
- Support teachers to implement best practices for learning, including inclusion, indigenization, and universal design.
- Support professional learning for teachers, including in communities of practice.
- Facilitate collaborative learning opportunities.
- Support schools with professional learning opportunities.
- Facilitate family engagement nights to build parent partnerships in learning.
- Work with district leaders and school teams on analyzing data and supporting school teams when needed.
- Provide after school sessions for district learning.

- Suggest supportive research-based resources and materials for students and teachers.
- Upon request, serve as a resource to schools implementing assessments (e.g., FSA).
- Demonstrate awareness of cross-cultural factors affecting student learning.
- Provide support to schools in using formative and summative assessment to move learning forward.
- Lead strategically with a focus on improvement and innovation to transform through responsive pedagogies.

**Duties and Responsibilities of the District Diversity Education Teacher Coordinator:**

- Maintain and develop toolkits for School District that build on local and international resources around the topics of diversity, healthy relationships, SOGI, equity and other inclusive education initiatives
- Maintain a local network of SOGI representatives from each school to share information and engage in professional development opportunities and support teachers and students with the creation of new GSAs in high schools and promote existing GSAs to teachers, staff, and administrators
- Provide guidance for teachers on incorporating Universal Design for Learning (UDL) and diversity/equity/SOGI awareness into grade-level curriculum, including the creation of lesson plans in support of diversity topics
- Gather and provide age-appropriate resource materials to support classroom teachers with key messaging and language, including books, online, videos, activities, kits and other media
- Plan, implement and support district-wide social awareness initiatives and activities (e.g., Pride Parade, Pink Shirt Day, GSAs, Pronoun Day, 2SLGBTQ+ History Month, Rainbow sidewalks/ceiling tiles/murals/etc., Pride Tie-Dying events, etc.)
- Coordinate a variety of diversity/SOGI learning events/training that are available and accessible to district employees
- Work with district education staff to plan, coordinate, and conduct professional learning opportunities for school/district staff
- Develop and lead presentations for staff meetings, school assemblies, principals' meetings and Parent Advisory Council meetings as requested
- Coordinate the organization and dissemination of information from the Ministry of Education and Child Care and from other organizations to SOGI/diversity leads in schools
- Collaborate with teachers, counselors, district staff and principals/vice principals regarding diversity/equity/SOGI education and activities
- Collaborate with other district teacher coordinators on key district initiatives (e.g., Enhancing Student Learning Report)
- Other related duties as assigned by the Director of Instruction - Equity, Diversity and Inclusion or designate(s)

**Education:**

- A Master's degree in Curriculum, Social Justice, Special Education or a related discipline
- Valid BC Teaching Certificate
- Extensive training and background in diversity /equity education, including Universal Design for Learning (UDL)
- Exemplary leadership, interpersonal, organizational and consultation skills
- Valid BC driver's licence

**Experience:**

- An exemplary teaching record with at least 5 years' experience teaching in a BC public school environment
- Experience working with and leading amongst diverse populations, especially with K-12 students
- Experience building and delivering programs to both students and teachers
- Experience creating presentations, developing activities and events, and presenting to large and small groups of students and adults
- Evidence of ability to lead by example and supporting students and staff to implement initiatives in their schools

**Skills & Competencies:**

- Strong understanding of social justice, equity, inclusion and diversity
- Strong project management skills with the ability to juggle multiple priorities
- Strong organizational skills
- Strong thinking competency, including inquiry, curiosity, and metacognition
- Excellent written and verbal communication skills
- Strong understanding of social awareness and responsibility: contributes positively to students and staff; empathizes with others and appreciates their perspectives; resolves problems peacefully; and develops and sustains healthy relationships.