



Position: District Literacy and Languages Teacher Coordinator

Position Description:

The District Literacy and Languages Teacher Coordinator is a member of the Innovative Learning Team in a Position of Special Responsibility working under the direction of the Director of Instruction, Innovative Learning or designate. This position works collaboratively with district and school staff in building capacity to support and improve intermediate, middle years, and secondary literacy through leading, organizing and offering professional learning to staff in School District No.8. This position also supports the implementation and professional learning of core French and French Immersion programs and other language courses and programs, including local Indigenous languages.

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

A Position of Special Responsibility allowance will be assigned to this position in accordance with the current KLTF/SD8 Collective Agreement.

Duties and Responsibilities of a District Coordinator Teacher:

- Leading district curriculum implementation initiatives through an equity lens and a focus on priority learners;
- Planning, organizing and implementing district based professional learning and in-service opportunities;
- Coordinating the organization and dissemination of information from the Ministry;
- Recommending implementation strategies to the Superintendent's office;
- Pursuing and acquiring grants, alternative funding and additional resources;
- Consultation with support staff, teachers, counselors, district staff and administrators;
- Collaboration with other district coordinators on key district initiatives;
- Liaison with personnel from other school districts or organizations;
- Supporting implementation of a district literacy framework and action plan.
- Supporting provincial and district-based literacy assessments and data analysis.
- Assisting schools in the design and implementation of school-based staff development activities in relation to the school learning plan literacy goal;
- Providing onsite support and assistance to classroom teachers;
- Participating in district committees;
- Maintaining current knowledge of evidence-based and equitable instructional practices and research
- Other related duties as assigned by the District Principal - Innovative Learning.

Specific Duties and Responsibilities of the District Literacy and Languages Teacher Coordinator:

- Implementing evidence-based and culturally responsive literacy and language learning programming.
- Supporting evidence-based practice in formative and summative assessment
- Developing curriculum resources and providing ongoing supports to teachers on literacy and languages content and pedagogy.
- Leading district initiatives in literacy, French Immersion, and other languages.
- Facilitating district events and activities and providing district in-service for teachers.
- Coordinating professional learning opportunities in literacy and French language (professional development days, credentialing for graduation literacy assessments).
- Assisting the facilitation of the literacy community of practice and supporting demonstration classrooms of best practice in literacy assessment.
- Supporting the implementation of a district literacy framework and action plan.
- Supporting the implementation of provincial and district-based literacy assessments.
- Assisting with literacy data analysis
- Communicating district initiatives and professional learning events to schools
- Curating a virtual literacy hub with research-based resources and materials
- Attending the French Advisory Committee (FAC) meetings.
- Collating and sharing authentic resources for local Indigenous languages.
- Facilitating Parent Engagement events for literacy and French Immersion.

Minimum academic qualifications/experience:

- Professional teaching certificate as recognized by the BC Ministry of Education and Child Care
- Master's degree in education, specifically curriculum and instruction, French language instruction, or related degree
- Specialized advanced relevant university-level graduate coursework that demonstrates the extensive training and experience in literacy and language pedagogy
- Exemplary teaching record, with at least five years of classroom teaching experience
- Extensive experience leading school and district initiatives
- Experience teaching French Immersion
- Extensive training and experience in literacy and language pedagogy
- Sound demonstrated use of formative assessment strategies
- Exemplary leadership, interpersonal, organizational and consultation skills
- Possession of a current valid BC Driver's License.

Specific Additional Qualifications:

Specialized advanced relevant university-level graduate coursework/traditional teachings that demonstrates the following:

- Extensive training and experience in literacy and language pedagogy

Competencies:

- Cultural humility
- Highly collaborative
- Critical and Analytical
- Inquiry mindset
- Independent and initiative driven
- High-Level Integrity
- Problem Solving

In addition, the following experiences are preferred:

Schedule:

Minimum work schedule is from 8:00 am - 4:00 p.m. Monday to Friday. Due to district travel, presentations, meetings, and work commitments, schedule adjustments will arise outside of the work hours and be determined by the District Principal of Innovative Learning. Travel throughout the district is required.

Notes: The District Literacy and Languages Teacher Coordinator works under the supervision to the District Principal - Innovative Learning.