



Bearspaw
Christian
School

JOB POSTING

Position Overview	
Position Title	Elementary Resource Coordinator
Reporting To	Elementary Principal
Competition ID	05292018
Closing Date	June 25, 2018 or until suitable candidate is found
Posting Type	Internal & External

Basic Job Information	
FTE	1.0
Benefits Eligible	Yes
RRSP Eligible	No
Type of Contract	Term - Maternity
Duration	2018/19 School year (August 2018 - April 2019)
Contract Start Date	August 27/2018
Probationary Period	3 months

Position Profile
<p>In order to successfully respond to the challenges of the role, the Elementary Resource Coordinator will be a highly committed and energetic individual and should possess as many as possible of the below mentioned characteristics:</p> <ul style="list-style-type: none"> • Be a devoted follower of Jesus Christ, demonstrating Christ-Like character and the Fruit of the Spirit • Must be able to agree with and sign the BCS Statement of Faith and Mission and Vision Statement • Strong understanding of the BCS organization and belief and passion for its mission and vision • A strong team player who communicates openly, honestly and who acts on behalf of BCS's best interest • Strong analytical thinking, researches and analyzes information to make logical, rational conclusions • Works effectively in a changing environment • Excellent oral and written skills • Highly-developed attention to detail • Strong organizational skills • Able to manage multiple tasks with an ability to prioritize • Optimizes time and resources, ensuring high quality work • Focus on results, bringing initiatives to a successful conclusion • Strong social, interpersonal, and leadership skills • Creative and willing to present and try new ideas • High degree of professionalism and organizational discipline

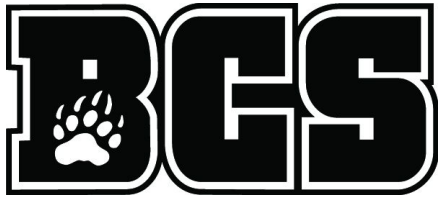


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Specific Responsibilities

This employee is responsible for supporting the learning of students with learning differences, which interfere with access or processing of the regular curriculum. The Resource Director works in collaboration with teachers, administrators, educational assistants and staff in the development of differentiated curriculum, effective instructional methods, and individualized program plans. This position entails classroom management and coordination, curriculum development and implementation, skill assessment and progress monitoring, and development of Individualized Program Plans.

Roles and Responsibilities

Duties of this position include but are not limited to:

- Provide ongoing case management of students identified with learning needs and various diagnoses.
- Collaborate in the development of individualized program plans based on Psychoeducational Assessments and classroom observations, working with teachers in order to determine the appropriate accommodations, modifications, and classroom supports to promote inclusion
- Conduct classroom observations and program support in order to assist in the identification of students potentially requiring Resource support and to help with the development of identified student's learning profiles as to determine appropriate curriculum and instructional supports.
- Consult and collaborate with classroom teachers and team members in developing and implementing teaching strategies for students with learning differences. Attend parent conferences as needed. Collaborate with teachers in the assessment of students for instruction and curricular placement and development.
- Act as liaison between classroom teacher, parents, and specialized service providers.
- Apply for funding based on student needs and specific coding.
- Coordinate Speech & Language screenings administered by allied professionals for our ECS program; ensure that results are communicated to Alberta Education within the specific time frame pertaining to funding deadlines.
- Collaborate with specialized service providers as to provide support for students in K-6.
- Support with admission decisions for new students: administer and analyze formal assessments as well as behavioural observations to assist admissions team.
- Organize and run team meetings with Educational Assistants; conduct professional development sessions in collaboration with outside agencies.
- Maintain student cumulative files for department and school use.
- Maintain Resource database for teachers and finance department: keep all information current regarding educational plan (corresponding student codes, learning profiles, accommodations and strategies, recommendations made to parents).
- Distribute information to all team members and facilitate understanding of student's learning needs.
- Meet regularly with the administrative team to share information on students of concern and discuss student needs.



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Professional Qualifications

In order to successfully respond to the challenges of the role, the Elementary Resource Director will be a highly committed and energetic individual and should possess the below mentioned characteristics:

- Be a devoted follower of Jesus Christ, demonstrating Christ-Like character and the Fruit of the Spirit
- Strong understanding of the BCS organization and a belief and passion for its mission and vision
- A strong team player who communicates openly, honestly and who acts on behalf of the students and BCS' best interest
- Works effectively in a changing environment; must be able to manage multiple tasks with an ability to prioritise
- Excellent oral and written skills
- Highly-developed attention to detail
- Optimizes time and resources ensuring high quality work
- Ability to deal professionally and respectfully with a variety of individuals and personalities
- High degree of professionalism and organizational discipline

Successful applicants will possess the following:

- Education degree in a related field (preference will be given to those that possess Teacher certification)
- A recent criminal reference check (or willing to obtain)
- Experience working with individuals on an Individualized Program Plan, such as those who have learning, physical, emotional, or behavioural disabilities or challenges
- Experience working with children in an Elementary school setting
- Experience with case management

We thank all applicants for their interest in our organization, but only those candidates selected for interviews will be contacted.



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Submitting Your Application

If you fit the candidate profile and skill requirements outlined above and are interested in applying for this position please e-mail the below documents to hr@bearspawschool.com

- **Cover Letter** - Clearly identify that you are interested in the (named position) position or employment opportunity. Explain your interest in Bearspaw Christian School, and how you will help us achieve our important mission and vision.
- **Resume & References** - Please provide a detailed resume or curriculum vitae, showing all education and relevant certifications. Please note your resume must also include:
 - A) List of References that can be contacted
 - B) Scanned Copy of Teaching Certificate (for teaching staff only)
- **Statement of Faith** - In 500 words or less, tell us about your relationship with Jesus. Tell us what difference He is making in your life today, and how that is encouraging you to serve others.

Applications that do not include all of these elements will be viewed as incomplete, and will not be considered.

Additional Document Submission (Post-Interview Only)

Successful applicants will be asked to come into the school to provide the following documents:

- Original Police Information Check
- Alberta Health Care Card
- Driver's License
- Social Insurance Card
- Direct Deposit Information - i.e. Bank Information or VOID Cheque

When you come in we will provide a package of information for you to complete at the office, it should take 15-20 minutes to complete:

- Youth Intervention Check
- Staff Emergency Contact Form
- TD1 Forms
- Policies (Vision & Mission, Statement of Faith, Staff Code of Conduct, Confidentiality Agreement etc.)

Once we receive the following you will receive your employment contract:

- Approved Youth Intervention Check
- All of the above documents



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