

Director, Special Education



The First Nations Education Steering Committee (FNESC) is an independent society that is committed to improving education for all First Nations learners in British Columbia. FNESC is led by representatives of First Nations across the province. FNESC also provides administrative services for the First Nations Schools Association (FNSEA), the Indigenous Adult and Higher Learning Association (IAHLA) and other partner organizations.

Summary of Position

The Director, Special Education is responsible for establishing and achieving major goals and objectives that facilitate the management of special education programs and services that are provided directly to First Nations schools. The position provides senior level leadership, direction and guidance on Special Education activities and staff. Responsibilities will include liaising with relevant government ministries, coordinating services with other Aboriginal organizations and participating in the National Special Education working group.

Our Director of Special Education will....

- Be a part of a highly motivated team committed to improving education for all First Nations learners in British Columbia.
- Provide senior level leadership and strategic planning to move the special education programs and team forward in a positive and proactive way.
- Design and develop a measurable and effective long term special education strategy.
- Provide regular evaluation reports on results and achieved measurements based on the strategic plan.
- Represent the FNSEA/FNESC at conferences, meetings with other agencies, regulatory bodies and communities.
- Coordinate the administration of special education funding for First Nations schools and manage special education budgets.
- Collect and analyze special education data for internal and external reporting and for identifying programming and/or professional development needs for First Nations schools.
- Identify and implement appropriate special education services for First Nations schools including: assessment, Individual Education Plans (IEPs) and behaviour support.
- Collaborate with the special education team to identify and coordinate professional development needs of First Nations schools. Work with post-secondary institutions to develop and implement programs for school staff that will provide them with more strategies to work with children with special needs.
- Participate in national special education program meetings and report outcomes and updates to both the FNESC and FNSEA boards. Work with other agencies to coordinate efforts of service delivery in First Nations schools. Participate in inter-ministerial meetings as required.
- Supervise and support the staff of the special education department.

Who we are looking for...

- An individual with a comprehensive understanding of First Nations education issues and First Nations issues in British Columbia. Knowledge of current trends, issues, best practices, philosophy and techniques in special education;
- Thorough knowledge of relevant legislation, regulations and acts pertaining to the education services delivery environment;
- Advanced critical thinking, organizational and problem solving skills;

First Nations Education Steering Committee

Suite 113-100 Park Royal South, West Vancouver BC V7T 1A2

Toll-free: 1-877-422-3672 T: 604-925-6087 F: 604-925-6097 www.fnesc.ca

Who we are looking for...

- Excellent written and verbal communication skills and abilities to discuss special education services;
- Exemplary management skills in a continually evolving environment;
- Ability to gather data and interpret this data to provide analyses, identify trends and other indicators to generate recommendations to improve service delivery;
- Ability to lead by example, demonstrate leadership, client service attitude, integrity, creativity and enthusiasm in achieving results directly and through management;
- Ability to establish and maintain relationships; and collaborate and advocate effectively with internal and external stakeholders to develop, manage and evaluate programs/services considering client needs and service potential;
- Ability to provide leadership and manage staff collaboratively, in a team environment, utilizing effective team-building, communication and management techniques;
- Ability to align special education goals with the FNEESC strategic goals and objectives;
- Ability to delegate responsibility and authority as appropriate; and,
- Ability to function effectively as part of the management team.

Educational and Experience Requirements

- A degree in Education, Adult or Special Education, Education Administration or other related education field, preferably a master's degree.
- Minimum of 5 years' experience with special needs education;
- Minimum of 2 years' experience in the provision of direct service in First Nations education system and understanding of First Nations issues in British Columbia;
- Minimum of 5 years' experience managing, directing and leading employees, and liaising with various regulatory agencies;
- For the above, an equivalent combination of education, training and experience may be considered;
- Experience developing a variety of written reports, proposals and strategies and other documentation for special needs programming;
- Extensive project management experience including developing, managing and control of budgets;
- Valid driver's licence and a satisfactory criminal records check; and,
- Computer literacy (Word, PowerPoint, Excel, etc.).

Hours

The normal work week will be five days per week, given the nature of duties additional time, including evening and weekend work will be required along with some travel. This position will be located at the FNEESC office in West Vancouver.

Our Benefits

- Work with a dedicated, fun and collaborative team that is working to improve education for all First Nations learners in British Columbia.
- Competitive pay with a very generous annual leave package
- Excellent health and pension plan

Please submit your application by February 5, 2012 in confidence to hr@fnesc.ca. Use the position title in the subject line. Preference given to qualified First Nations candidates. Only shortlisted candidates will be contacted.