



Director, Special Education

Join us to make a lasting impact!

The First Nations Education Steering Committee (FNESC) is an independent society led by a strong and diverse board of about 100 First Nations community representatives. FNESC is committed to improving education for all First Nations students in BC. FNESC works in partnership with the First Nations School Association (FNSA), and the Indigenous Adult Higher Learning Association (IAHLA), as well as other partner organizations.

We are currently searching Director, Special Education to join our team and play a key role in supporting our commitment to improve education for all First Nation students in BC. The Director, Special Education is responsible for working collaboratively with, the Executive Director and external experts to establish and execute major goals and objectives that facilitate the management of special education programs and services that are provided directly to First Nations schools.

Duties and Responsibilities:

1. Leadership and Strategic Planning

- Provides senior level leadership and strategic planning to move the special education agenda forward, including overseeing the development, implementation and evaluation/review of a strategic plan in accordance with FNSA/FNESC goals;
- Provides regular reports on results and achieved measurements based on the strategic plan;

2. Special Education Funding Administration and Data Collection

- Manages special education budgets;
- Collaborates with others to collect and analyze special education data for internal and external reporting;

3. Special Education Services

- Identifies and implements appropriate special education services for First Nations schools including: Assessment, Individual Education Plans (IEPs) and Behaviour Support;
- Manages and coordinates the special education staff and contracted specialists;

4. Professional Development

- Works 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;
- Consults with schools and coordinate other relevant training opportunities.

First Nations Education Steering Committee

Suite #113-100 Park Royal South, West Vancouver, BC V7T 1A2
P: 604-925-6087 Toll-Free: 1-877-422-3672

FNESC Careers www.fnesc.ca/employment jobs@fnesc.ca



4. Inter-Agency Coordination

- Works with other agencies to coordinate efforts of service delivery in First Nations schools;
- Participates in inter-ministerial meetings as required.

5. Personnel Management

- Supervises and supports Special Education department staff;
- Manages employee performance.

6. Other Responsibilities

- Assists with the writing of proposals for funding for other programs;
- Direct support to First Nation Schools as necessary;

Educational and Experience Requirements:

- A Degree in Education, Adult or Special Education, Education Administration or other related education field;
- 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 3 years experience managing, directing and leading employees;
- 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.

This is a full time position. The Employee shall perform his/her duties at such places and during such times as may be reasonably necessary. Extensive frequent travel is required throughout the province of BC.

This position can be based at a home-office anywhere in British Columbia or at FNESC Office.

The salary for this position is \$100,000 per year.

We thank everyone who applies for their interest in FNESC. Unfortunately, due to the volume of applications, we are only able to respond to those applicants who are selected for an interview. We cannot respond to telephone or email inquiries.

Please send your resume and cover letter to jobs@fnesc.ca.