

## 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

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## Manager, 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 Manager, Special Education to play a key role in supporting our commitment to improve education for all First Nation students in BC.

### Duties and Responsibilities

- Providing senior level support and special education program management to assist school personnel, families and communities in the development, implementation and evaluation of individual education plans and a collaborative team process;
- Supporting FNSA schools in the use of the Special Education DRUMS, ensuring accurate reporting and report submission by schools. Provides system training to school personnel as needed;
- Instructing and training school personnel including principals, teachers, learning assistance teachers or special education school leads, educational assistants and community members on best practice support in all curricular areas, behavior, and relevant special education programs and services. Individual training and coaching will be provided along with group workshops and presentations;
- Providing ongoing support and staff development for the department's special education coaches, and other staff, as required;
- Advocating and providing training and workshops on best practices at conferences such as the Parents Club, FNESC, and FNSA conferences;
- Providing system and programming training to school personnel and special education coaches/consultants as needed;
- Managing Special Education department program and staffing budgets as assigned;
- Ensuring accurate reporting and report submission by schools. Assisting schools to complete paperwork, as necessary.

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### Requirements:

The position will require an individual who has the following certifications, knowledge, experience, skills and characteristics.

- A minimum of a Bachelor's Degree in Education with a major in Special Education, and/or Special Education certification and training. This advanced training includes Special Education courses for children with exceptionalities, including but not limited to:
  - Intellectual and physical disabilities
  - Neuro-developmental disabilities
  - Autism Spectrum Disorder
  - Sensory impairments
  - Chronic health impairments
  - Behavior disorders and mental illness;
- Level "B" Assessment credentials;
- Experience managing, directing and leading school staff in special education programs; or an equivalent combination of education, training and experience;
- Experience developing and delivering special education programs, including training, supervision and management of resources;
- Experience in the development of Individual Education Programs that are student- focused and strength based;
- Experience working with students from K-12.

This is a full-time position based at the FNESC office in West Vancouver, or at a home based office outside of the Lower Mainland, if the location is acceptable to FNESC. The normal office hours are Monday to Friday from 8:30am to 4:30pm. Some weekend and evening work will be required, as will travel throughout the province of BC.

The salary for this position is \$87,550 per year.

We offer full-time meaningful work in a professional, friendly, and respectful office environment which is easily accessible by transit and right next door to Park Royal Mall. We enjoy having occasional lunches together as a team – pizza is one of our favourites. Our benefits and pension plans are above average, as is our vacation entitlement. We also offer professional development and a health and wellness subsidy for all of our employees.

**FNESC requires that all FNESC staff be fully vaccinated for COVID-19 for two reasons: First, because FNESC takes its responsibility to create and maintain a healthy workplace very seriously. And, second, because many of our staff attend First Nations communities in-person. Some First Nations have unique requirements and vulnerabilities related to communicable diseases like COVID-19, and FNESC always respects the needs of First Nations.**

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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](mailto:jobs@fnesc.ca).