

Director of Special Education

Christ Church Cathedral School (CCCS) is an Anglican Elementary and Middle School located in downtown Victoria and serves students from Junior Kindergarten to Grade 8. We have been providing an outstanding educational experience to students from all backgrounds since 1990. CCCS offers a competitive salary and benefits package, along with a supportive, fun and friendly working environment.

We are seeking a Director of Special Education. This is a full-time, permanent position to start in September 2022.

Major Responsibilities

The Director of Special Education is responsible for the following:

- Manage the student referral process through SBTs and using the RTI model
- Organize and facilitate IEP meetings
- Develop student IEPs
- Support the implementation of student IEPs
- Coordinate Special Education services (Paraprofessionals; SLP, OT, Behaviour consultant, Psychologists, community and school counselors, etc.)
- Train, supervise and schedule the EAs
- Create an agenda for and chair SBT meetings
- Ensure that all files of students who have IEPs, or SSPs are kept secure and in good order
- Ensure the school follows published guidelines and remains compliant with Ministry of Education regulations and protocols with respect to Special Education.
- In consultation with classroom teachers, schedule and directly provide learning support for a variety of struggling learners from kindergarten to Grade 5
- Quickly adjust EA staffing schedules to meet a variety of student needs when necessary

Duties to be completed in collaboration with the Head of School:

- Identify students with special needs as well as those with learning disabilities
- Identify needed resources and assist in the acquisition of those resources
- Develop a yearly special education and learning support budget
- Assist in the implementation of program initiatives related to special education and learning support

In collaboration with teachers, the Director of Special Education:

- Helps develop appropriate adaptations to curriculum delivery that meet students' learning needs
- Tracks the progress of students with special needs

- Provides, when requested or required, specific teaching strategies for students
- Monitors students' response to interventions (RTI) and adjusts programming and resources accordingly
- Supports school-wide interventions and curriculum planning
- Provides leadership and supports the implementation of a successful Guided Reading program
- Remains current with educational research and shares this with teachers and the Head of School

Qualifications:

- Valid BC teaching certification, preferably a related educational Masters Degree
- Courses in and experience delivering special education services
- Successful experience delivering learning support for students (K-5)
- The ability to use Level B assessment tools and provide clear recommendations to the SBT

Desired Qualities, skills, and experience:

- Unwavering focus on student learning
- Successful experience in collaborative leadership within a diverse population of educators
- Familiar with BC Learning Outcomes for K – 8 and early childhood development
- Tactful and insightful when dealing with conflict or confidential concerns
- Ability to authentically assess foundational numeracy and literacy skills

To apply, please send a resume and cover letter to the Personnel Committee via email: office@cathedralschool.ca. The position will remain open until filled. We thank all candidates for their interest. Those shortlisted for an interview will be contacted.