



# BLACK GOLD SCHOOL DIVISION

## Coordinator - Outreach School – Beaumont Campus

1.0 FTE Position

Commences August 28, 2023

***Black Gold School Division is dedicated to promoting diversity, equity, and inclusion in the workplace. BGSD celebrates and welcomes the diversity of all employees, stakeholders, and external personnel.***

**Competition #2023-24-55**

Black Gold School Division is seeking to fill the position of Outreach School Coordinator, working out of the Beaumont Outreach office with a high functioning team of 10 staff, and approx. 200 students. The coordinator will be working closely with the principal on all aspects of Outreach administration. In this leadership role, the Coordinator will be responsible for working with both students (7-12 + adults) and parents on an alternative education program assisting students whose particular needs are not the best served in a traditional school setting.

### **Duties as assigned by the principal (Included/not limited to):**

- Develop personalized, flexible program plans for students
- Assist with comprehensive school counseling (Career, Post Secondary, Crisis, VTRA, Graduation)
- Teach half time .50 - Mix of CTS and Academics (TBD)
- Facilitate meetings and maintain documentation
- Communicate with students/parents for all educational and administrative concerns regarding student success
- Order, accept, verify, secure, allocate, administer, package, and return PAT's/DIP's exams in accordance with the Schedule of Significant Dates x4 per year
- Communicate with BGSD high school administrators & counselors regarding action plans for student transitions
- PowerSchool Lead + Out of Province evaluations
- Coordinate adult Education at both campuses
- Work out of both campuses as required
- Meet both the TQS & LQS competencies

### **Teachers applying for this position should have the following experience, characteristics, abilities and qualities:**

- Knowledge of Modified / Adapted / K & E programming
- Operational knowledge of Moodle, MyBluePrint, IXL, PowerSchool admin and Adobe DC
- Demonstrated ability to work effectively as part of a variety of teams
- A strong and visible commitment to student success
- Proven ability to build positive working relationships with partners, including students, parents, teachers and school administrators
- Excellent communication, problem-solving, and interpersonal skills
- Ability to consider complex learning situations and seek out creative and collaborative partnerships to support learning experiences for students and families
- Experience working with ISPs/MyPass/PASI

*Applications which include a cover letter, resume, and contact information for three referees will be accepted until:*

**Thursday, June 8, 2023 @ 12:00 p.m.**

**Please forward applications to the attention of:**

Stan Travnik

Black Gold Outreach Principal

[stan.travnik@blackgold.ca](mailto:stan.travnik@blackgold.ca)

Thank you for showing an interest in this position; only those selected for an interview will be contacted. Resumes of those individuals not granted an interview will not be kept on file and will be disposed of appropriately.