



BLACK GOLD SCHOOL DIVISION

Coordinator – Home-Based 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 #2023-24-56

Black Gold School Division is seeking to fill the position of Home-Based School Coordinator, working out of the Beaumont Outreach office with a high functioning team of 5 staff and approx 120 students. The coordinator will be responsible for working with both students (K-12) and parents on program planning 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 each student
- Organize and manage online course resources, licensing and learning management systems. These include: the HBS Shared Google Drive, Classrooms, Moodle, IXL, Reading Eggs, Exam Bank, Reading A-Z
- Develop, maintain & evergreen course resources
- Manage course development projects and mentor staff in the implementation of quality distance education instruction.
- Implement school attendance policy using innovative strategies and proactive plans.
- Track student progress.
- Develop and manage the school budget in conjunction with the Principal using MyBudget and spreadsheets.
- Establish priorities for educational materials to meet the needs of students
- Build positive relationships with students and families, and work with both the Division's Student Services Department & community agencies providing support for children at risk
- Participate in Homeschooling Support Groups. (Alberta Home Education Society / Networks North)
- +/- 0.2 FTE - Parent-Directed Admin, +/- 0.3 FTE - Teacher-Directed Admin, +/-0.5 FTE - Teaching (Jr High Math)

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

- Understanding of the Home Education Regulation/Standards for Home Ed Funding
- Familiarity with the programs of study from grades 1 -12
- Understanding 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 ISP's/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

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.