



BCTF

British Columbia Teachers' Federation A Union of Professionals
100-550 West 6th Avenue, Vancouver, BC V5Z 4P2 bctf.ca
604-871-2283 1-800-663-9163 

Professional and Social Issues Division

Assistant Director, PSA and Education Policy/Ministry Liaison

Full-time term position (4 years, 8 months)

The role

Reporting to the Director of the Professional and Social Issues Division (PSID) and the Executive Director, the Assistant Director co-ordinates the Federation's work in curriculum and education policy matters, including work with the Provincial Specialist Associations (PSAs) of the BCTF.

Duties and responsibilities

The successful candidate will primarily be responsible for:

- co-ordinating the Federation's work in education policy and curriculum.
- supporting BCTF members serving on Ministry committees related to curriculum, education policy, learning resources, assessment, etc.
- providing advice on education policy matters.
- liaising with the Ministry of Education on education policy matters.
- co-ordinating the Provincial Specialist Association Council (PSAC), and assisting the PSA network and individual PSAs.
- developing workshops and materials related to assessment, evaluation, curriculum, reporting, learning resources and education policy, etc.
- informing, promoting, and supporting Federation policies and positions on education change.
- working with colleagues to promote and co-ordinate TeachBC.
- sharing and supporting in the responsibilities of the Professional and Social Issues Division, and assisting with a wide variety of emerging issues.

Necessary qualifications

- recent experience with education policy, education change, curriculum
- demonstrated knowledge and understanding of current professional issues for teachers
- experience and expertise in the development of workshops for adult learners
- understanding of issues of equity and inclusion for teachers and students
- proven excellent writing skills
- highly developed organizational skills
- extensive voluntary and/or elected service in teacher organization work including issues of professional development
- excellent communication and administrative skills, and computer literacy
- ability to function effectively within a team
- university training, and public school teaching experience, preferably in British Columbia.

Desired qualifications: Ability to communicate in French would be an asset, but is not a necessary qualification.

Other: Willingness to work evenings and weekends, and flexible to travel.

Salary: Starting salary is \$98,395 per annum depending on BCTF staff experience, if any. Full range of benefits.

Appointment date: January 1, 2018; the end date for this term is August 31, 2022.

Applications: Only applications received in writing by 5:00 p.m., Friday, October 20, 2017, will be considered. Send a letter of application, citing job posting JP1084, and résumé including reference contact information by email to *postings@bctf.ca* or by mail to the BCTF Human Resources Department, BC Teachers' Federation, 100–550 West 6th Avenue, Vancouver, BC V5Z 4P2. (Please contact Jeannine Coulombe at 604-871-2200 or 1-800-663-9163, ext. 2200, to indicate you have emailed your application.)

Deadline for applications is 5:00 p.m., October 20, 2017

Because the BCTF has an affirmative action policy, an applicant may wish to provide, on a voluntary basis, information as to whether they self-identify as a member of an equity-seeking group, which includes female, trans (trans, transgender, transsexual, genderqueer, two-spirit, transwoman, transman), visible minority or racialized person, Aboriginal (Indigenous) person, person with a disability, or lesbian, gay, or bisexual person.*