



# District Vice Principal, Inclusion

Job description

## Position Summary

Reporting to the Director of Instruction (Inclusive Education), the District Vice Principal (Inclusion) provides leadership within the Inclusive Education department. The role encompasses strategic leadership, Inclusive Education Ministry Designation compliance, school support, mentorship, intervention oversight, crisis response and stakeholder liaison. Additionally, the District Vice Principal ensures the implementation of actions within the Strategic Plan aimed at equitable access and achievement for students with diverse needs and collaborates with community agencies by representing the district on committees related to inclusive services. The District Vice Principal demonstrates their commitment to improving outcomes for Indigenous learners, Children and Youth in Care, as well as learners with diverse abilities and disabilities.

## Duties and responsibilities

- Support the leadership and evaluation of a multi-disciplinary team, including Speech-Language Pathologists, School Psychologists, Occupational/Physical Therapists, Itinerant Resource teachers, and ELL teachers
- Oversee the identification, assessment, and placement procedures for students with disabilities and diverse needs to ensure exemplary and appropriate programming as well as accurate provincial funding claims
- Support the development and implementation of a district-wide vision for inclusive education aligned with the District Strategic Plan, which includes improving student achievement and social-emotional well-being, while focusing on student needs, safety, and engagement
- Manage Level B assessments, conducting file reviews, and coordinating services with school-based teams
- Provide workshops, training, and support for teachers to improve inclusive practices
- Serve as a member of the District Crisis Response Team
- Work collaboratively with the Director of Inclusive Education on staffing, budgeting and resource allocation
- Provide guidance to school-based principals and staff on implementing provincial guidelines and district-wide initiatives
- Ensure that students with disabilities and diverse needs are accurately identified and that documentation meets criteria for provincial funding and support
- Coordinate with community agencies to ensure alignment between school and external support systems
- Develop consistent systems across the district and with community partners to better support students with disabilities and diverse needs
- Plan, coordinate, and provide presentations and education for staff, families, PACs, and partner agencies
- Maintain district systems for Ministry audit readiness (files, evidence, designation documentation)
- Monitor compliance related to student safety plans, medical alerts, and Ministry designations

- Monitor and validate Ministry data submissions (e.g., designations, funding categories, completion data)
- Provide direct support to school teams for complex and high-profile student cases
- Attend and support School-Based Team (SBT) and District-Based Team (DBT) meetings as needed
- Support the implementation of inclusive practices
- Oversee district expectations for student file management, confidentiality, and record retention
- Ensure documentation aligns with Ministry requirements and district procedures
- Assist schools with writing, reviewing and implementing IEPs, safety plans, and behaviour plans
- Support transition planning (entry, grade transitions, graduation, CLBC/adult services)
- Ensure alignment between assessment data and student programming
- Track student outcomes and support schools to address gaps or inconsistencies
- Support schools with implementation of safety plans, threat assessments, and emergency protocols, including ensuring required documentation is completed following incidents
- Assist schools navigating complex situations involving students with disabilities and diverse needs
- Connect families with community services and resources where appropriate
- Support consistency across schools in inclusive education implementation, including IEP quality, timelines, and compliance across all schools.
- Contribute to cross-departmental initiatives and district priorities
- Perform other duties as may be assigned from time to time

## Education, Experience and Skills

- A Master's Degree in Inclusive Education, School Psychology, Educational Leadership or a related field
- Must hold (or be eligible for) a valid B.C. Teaching Certificate
- A minimum of five years of recent successful teaching experience in public education, as well as exemplary supervisory experience as a Principal or Vice-Principal
- Knowledge of Ministry of Education and Child Care Inclusion policies and procedures, including the Inclusive Education Manual of Policies, Procedures and Guidelines
- Demonstrated skills in conflict resolution, teambuilding, and supporting Indigenous learners through Truth and Reconciliation and Restitution Implementation.
- Ability to collaborate and communicate effectively with a variety of partners and stakeholders
- Ability to lead, plan and implement programs and policies in a complex environment
- Deep understanding of the B.C. School Act, provincial policies, and current trends in trauma-informed and culturally responsive practices
- Knowledge of school health resources such as BC Healthy Schools Network, Action Schools! BC, BC Adolescent Health Survey
- Demonstrated ability to lead culturally safe and respectful work environments
- Experience with behavioral interventions, individualized education planning, and student advocacy
- Experience in community development, healthy schools' policy, and working with children and youth in multidisciplinary teams
- Experience in community development, healthy public policy, working with children and youth in multidisciplinary teams
- Experience delivering training and professional learning to adult learners
- Experience networking with community partners

- Strong organizational and consultation skills
- Demonstrated expertise in leadership within complex environments, supervisory responsibilities, effective communication, coaching and team development Proficient in the use of MS Office 365 (Word, Excel, Outlook, PowerPoint, OneNote, Teams, OneDrive)