



District Principal, Inclusion

Job description

Position Summary

Reporting to the Director of Instruction (Inclusive Education), the District 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 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 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 special 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
- Ensure IEPs are updated annually, aligned with student designations, and contain actionable goals for transition
- Manage Level B assessments, conducting file reviews, and coordinating with school-based teams for student placement in specialized programs
- Provide workshops, training, and support for teachers to improve inclusive practices
- Serve as a crucial link between home and school, helping families navigate support options before and during the school year
- 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 diverse needs are accurately identified and that documentation meets criteria for provincial funding and support
- Coordinate with community health and social services to ensure alignment between school and external support system
- 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 successful teaching experience as well as exemplary supervisory experience as a Principal or Vice-Principal
- Extensive teaching experience and knowledge of Ministry of Education Special Education policies, such as the Special Education Manual of Policies, Procedures and Guidelines
- 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
- A minimum of five years of exemplary teaching experience
- 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
- Proficient in the use of MS Office 365 (Word, Excel, Outlook, PowerPoint, OneNote, Teams, OneDrive)
- Demonstrated expertise in leadership within complex environments, supervisory responsibilities, effective communication, coaching and team development