



SCHOOL DISTRICT NO. 73
(Kamloops-Thompson)

Employment Opportunity

Director of Instruction - Curriculum

Secwepemcúl'ecw yí7élye ell

We respectfully honour and acknowledge that we are living and working in the territory and lands of the Secwepemc People.

The Opportunity

School District No. 73 (Kamloops-Thompson) is seeking a dynamic, collaborative and innovative leader with expertise in curriculum, instruction and assessment in Pre-Kindergarten to Grade 12 and experience supporting child care and early learning centres.

Guided by the District's vision, mission, motto, theory of action and goals, the Director of Instruction - Curriculum will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the *School Act* and Board policy. The Director of Instruction – Curriculum is responsible and accountable to the Superintendent and reports directly to the Assistant Superintendent of Early Learning and Elementary Education.

The Director of Instruction – Curriculum will have specific responsibilities in the areas of student learning, student wellness, human resources management, fiscal responsibility, policy/administrative procedures, organizational management, communications and community relations, Superintendent relations and leadership practices.

The Board of Education

The mission of the Kamloops-Thompson Board of Education is to inspire students to thrive academically, socially, emotionally, and physically. The Board plays an essential role in the public education system by addressing the interests of students through local decision-making with an engaged community.

As locally elected representatives, the nine Board of Education trustees represent the Kamloops-Thompson communities' particular strengths, challenges and demands. They engage with communities in building and maintaining their local school system to reflect local priorities, values and expectations.

The Board shares a co-governance relationship with the provincial government through the Ministry of Education and Child Care. The BC School Trustees Association supports the board in this relationship.

School District No. 73 (Kamloops-Thompson)

Located in the stunning surroundings of BC's interior, the Kamloops-Thompson School District is a diverse and growing environment committed to great local education through our [5-Year Strategic Plan](#), [Aboriginal Enhancement Agreement](#), [Capital Plan](#), and [Long-Range Facilities Report](#). The District has a Local Education Agreement with each of the local First Nations.

SD73 is dedicated to creating a safe, caring, and healthy learning and working environment that is inclusive of the diversity of their entire learning community. Embedded in SD73's framework is the directive to provide ongoing and meaningful learning opportunities for all students, staff and community groups, with continuous improvement of instruction and assessment to reflect traditional learning practices and provide an opportunity for strong revitalization of language and culture for students from all backgrounds. With a strong commitment to its Indigenous learners, SD73 sees decolonization and the Truth and Reconciliation Commission's Calls to Action as parts of its core mission.

Serving approximately 16,000 students, 2,700 students of Aboriginal ancestry, in 48 schools our District offers a variety of enhancement programs, including: French immersion, International Baccalaureate, sports academies, trades programs, a K-12 fine arts school, Montessori, and an elementary science and technology school. School District No. 73 is located on the territory of the Secwepemc Nation and serves 7 local bands and the Métis Nation in a large geographical area.

Our District covers more than 27,000 kilometres and busses about 4,000 students more than 9,000 kilometres every day. We have 35 elementary schools, 10 secondary schools, one Kindergarten-to-Grade 12 school, one alternate education program and one distance education school. We employ nearly 3,000 people and have an annual budget of approximately \$250 million.

The Region

Situated on the traditional, unceded territory of the Secwépemc people, the centre of our District is the city of Kamloops, which has a population of more than 97,000 people. The District extends to Pinantan Lake, Heffley Creek, Sun Peaks, Barriere, Clearwater, Vavenby and Blue River to the north, Logan Lake to the south, Savona to the west and Chase and Westwold to the east.



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Position Responsibilities

Student Learning & Wellness

- Supports students in the District within the Director of Instruction – Curriculum's areas of responsibility to have the opportunity to meet the standards of education set by the Minister of Education
- Supports the effective implementation of initiatives related to education transformation
- Supports and evaluates the effective implementation of curriculum in the District
- Supports the effective implementation of evidence-based inclusive learning practices;
- Supports assessment practices and accountability for achievement of approved learning outcomes in all schools
- Fosters conditions that promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility
- In consultation with principals and the Superintendent, visits classrooms with the intent of improving instruction and promoting quality standards
- Supports school learning commons personnel in meeting the student learning outcomes;
- Manages the submission of locally developed course requests and monitors implementation of approved courses
- Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging

Leadership Practices

- Practises leadership in a manner that is viewed positively and has the support of those with whom the Director of Instruction – Curriculum works in fulfilling the Superintendent's expectations
- Provides liaison support to selected principals in the administration of their schools, including support for students and parents in resolving matters
- Exhibits a high level of personal, professional and organizational integrity

Communications and Community Relations

- Takes appropriate actions to ensure that open and transparent internal and external communications are developed and maintained in areas of responsibility
- Promotes the vision of the province and the strategic plan of the District, reflecting the values and principles of education transformation
- Ensures that parents and staff members have an acceptable level of satisfaction with the services provided within the Director of Instruction – Curriculum's areas of responsibility
- Investigates and facilitates the resolution of concerns and conflicts
- Coordinates District scholarship and bursary programs

Superintendent and Board Relations

- Establishes and maintains positive, professional working relations with the Superintendent
- Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff members to do the same
- Provides the information that the Superintendent requires to perform, in an exemplary manner; the Superintendent's role
- Performs tasks as may be assigned by the Superintendent

Human Resources Management & Fiscal Responsibility

- Supervises, evaluates and reviews the performance of staff
- Provides support in the identification, planning, implementation and evaluation of District professional learning opportunities
- Develops a departmental budget within the parameters and constraints of the District budget
- Ensures the proper fiscal management of budget allocations
- Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility
- Operates in a fiscally prudent and responsible manner



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Organizational Management

- Within areas of responsibility, demonstrates effective organizational skills, resulting in compliance with all legal, ministerial and Board mandates and timelines and in adherence to Superintendent directives
- Contributes, in a team-oriented, collaborative and cohesive manner, to a District culture that facilitates positive results, effectively handles emergencies and deals with crisis situations

Policy & Administrative Procedures

- Recommends development and/or revisions of Board policies or administrative procedures to the Superintendent
- Ensures application of Board policies or administrative procedures as required in the performance of duties and interprets policies, procedures, philosophy and programs of the District to principals, staff members, school councils and the community

To learn more about the District and our region:

[School District No. 73 \(Kamloops-Thompson\)](#)

[City of Kamloops](#)

[Blue River](#)

[District of Barriere](#)

[Village of Chase](#)

[District of Clearwater](#)

[District of Logan Lake](#)

[Sun Peaks Municipality](#)

To Apply:

Apply by 12:00 noon on July 9, 2024 with a cover letter, resume, your most recent performance review, and two professional references as one pdf file. By submitting your two professional references you agree that all references will be received in confidence and therefore, will not be shared with you except in summary form with no reference to the party supplying the information.

Applications can be submitted by email to cmacleod@sd73.bc.ca.

The Right Candidate

You are an experienced district leader with extensive knowledge in improving learning in primary, intermediate, and secondary learning environments within the K-12 education sector with a Master's degree in Educational Leadership or Curriculum. Your consistent, positive outlook—paired with your proven expertise with advancing a wide range of successful initiatives—has provided you with the background to effectively resolve the complex issues that arise in this high-pressure role. A dynamic, high-energy leader, you offer first-rate communication, interpersonal and problem-solving skills.

You demonstrate:

- The ability to effectively lead in a professional manner, exemplifying the values of the District
- A strong commitment to equity, diversity, and inclusivity
- Demonstrated ability to implement innovative approaches that support the vision, goals and strategic direction of the District
- The ability to interact and communicate effectively with internal and external stakeholders
- A strong commitment to community engagement and fostering culture
- Excellent interpersonal, communication, organizational and team-building skills
- A commitment to working in partnership with the Aboriginal communities

Qualifications

- Master's degree in Educational Leadership or Curriculum
- Minimum 10 years experience as a school leader
- BC Teaching Certificate
- Ability to travel between sites within the District

Salary Range: \$165,385 - \$183,761

School District No. 73 is an equal opportunity employer. All applications are considered on the basis of their suitability for the position(s), regardless of the gender, age, sexual orientation, religion, racial origin, marital status and/or disabilities of the prospective candidate.

If reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact Associate Superintendent John Wiedrick, jwiedrick@sd73.bc.ca.