BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

For further information contact
Continuing & Community Education Services

Job Bulletin

Summer Session
Positions

Summer Session 2017

LEADERSHIP POSITION

The following leadership position is posted for Summer Session 2017. As a member of the district's Summer Session leadership team, staff appointed to a supervisory position will be expected to participate in planning work prior to the start of Summer Session 2017.

Elementary Program Administrator Assistant Position (Acting)

Working under the direction of the Summer Session District Principal and the Elementary Program Administrator, the Elementary Program Administrator Assistant will be responsible for supporting the Elementary Program Administrator in completing a wide variety of tasks including:

- Staffing – LSS support and EA staffing
- program and course planning
- facilities planning
- mentoring members of the Summer Session supervisory team
- student support
- preparing Summer Session Final Report
- revising the registration process

Applicants must have a history of successful Summer Session supervision and demonstrated current leadership experience as an administrator.

- Elementary Program dates: July 10 - 27
- Salary: $5100

APPLICATIONS:

Staff interested in this *Summer Session 2017* leadership opportunity should submit a letter of application expressing interest by **January 24, 2017**. Letter should be submitted to:

SUMMER SESSION 2017 Leadership Positions
Community & Continuing Education Services Division
Burnaby School District
5325 Kincaid Street,
Burnaby, BC
V5G 1W2