

## Job Posting

# Assistant Program Coordinator Education Assistant Diploma

## Burnaby School District – Continuing Education Department

The Burnaby School District is seeking applications for a **part-time contract position** within the **Continuing Education Department** as an **Assistant Program Coordinator** for the **full-time and part-time Education Assistant (EA) programs**.

### Position Overview:

The Assistant Program Coordinator plays a key role in supporting the successful operation of the EA diploma programs. This role involves assisting with the **application and interview process**, coordinating administrative tasks, supporting students, guiding instructors, and facilitating practicum placements. The ideal candidate will be organized, proactive, and comfortable working independently.

### Key Responsibilities:

- Assist with managing the **online learning platform (Brightspace)**, including student and instructor enrollment and registration.
- Support the **application process**, including **reviewing applications**, conducting **interviews**, and responding to applicant inquiries.
- Assist with **practicum placements**, liaise with schools and students, and prepare practicum materials.
- Supporting instructors as needed.
- Assist with the delivery of **information sessions** to prospective students.
- Assist with **curriculum development** and program enhancements.
- Work with our **Office Support Staff**

### Qualifications & Skills:

- Strong **computer and technology skills**.
- Highly **organized** and able to work **independently**.
- Excellent **interpersonal and communication skills** (email, phone, and in person).
- Ability to **give and receive feedback** effectively.

- **Bonus Qualifications:**
  - Experience working as **support staff in a school setting**.
  - Previous **experience with coordinating**.
  - Experience conducting **interviews and reviewing applications**.
  - Experience **working with diverse groups of people**.

### **Position Details:**

- **Reports to:** Head Coordinator of EA Program & Vice Principal of Burnaby Community & Continuing Education.
- **Hours:** Part-time, flexible schedule.
- **Compensation:** \$1900/month.
- **Programs:**
  1. **Full-time EA Program** (two intakes per year).
  2. **Part-time EA Program** (one intake per year).
- **Contract Term:**
  - Primary workload occurs in **October, November, December, half of January, half of April, May, and June (6 months total)**.
- **Additional Opportunities:**
  - Coordinators may **teach courses** (paid separately).
  - Coordinators may conduct **practicum visits** (additional compensation provided).

### **How to Apply:**

Submit your **cover letter** and **resume** (with 2 references contacts) to **Scott Spracklin** at [scott.spracklin@burnabyschools.ca](mailto:scott.spracklin@burnabyschools.ca).

**Application Deadline:** Monday, April 14, 2025, by **4:00 PM**.

Join us in shaping the future of Education Assistants and making a meaningful impact in our schools!