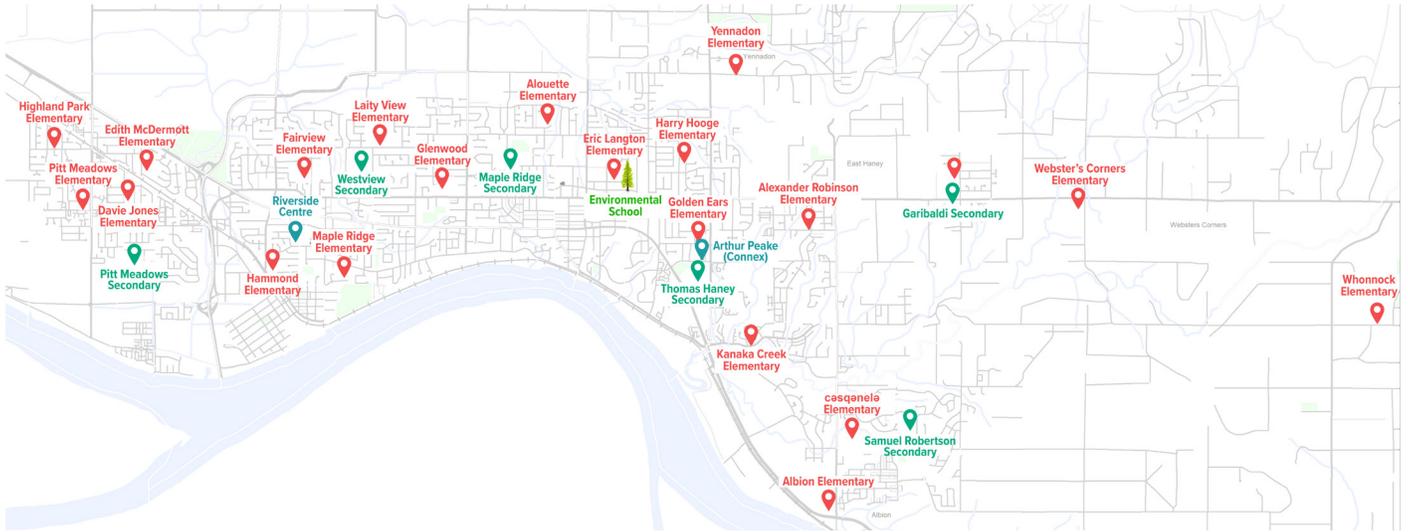




# EA PROGRAM CHAIR, RMC

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42





## THE ORGANIZATION MAPLE RIDGE – PITT MEADOWS SCHOOL DISTRICT

School District No. 42 meets the learning needs of over 17,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education. For more information about our school district, visit [www.sd42.ca](http://www.sd42.ca).

Ridge Meadows College (RMC) provides quality, employment-focused, educational opportunities for students from Maple Ridge, Pitt Meadows and surrounding communities. As part of School District No. 42, RMC strives to create graduates that are proud of their educational choices.

## THE OPPORTUNITY EA PROGRAM CHAIR, RMC

Reporting to the Manager, RMC, the Program Chair oversees specific program(s) and instructors at the college. In addition, the Program Chair assesses, develops, and maintains meaningful curriculum, determines the strategic direction for the program, and coordinates/administers course offerings. This position will be responsible for overseeing the Education Assistant (EA) program.

### PROGRAM DEVELOPMENT RESPONSIBILITIES

1. Maintains the currency and relevance of the curriculum for the program.
2. In collaboration with the Manager, determines strategic direction for the program and identifies areas in which the program can be improved and/or expanded.
3. In coordination with the Manager, oversees attaining and maintaining professional accreditation where appropriate.
4. Participates in student recruitment and marketing endeavors as needed.
5. Conducts a program assessment every five years and presents a list of recommendations for consideration to the Manager.
6. Builds and maintains resource library for students and instructors.

### INSTRUCTOR DEVELOPMENT AND PERFORMANCE RESPONSIBILITIES

1. Assigns and manages workload for instructors within the program.
2. Reviews course outlines at the beginning of every term for currency and maintains a record of them for archiving.
3. Attends interviews and contributes to hiring decisions of instructors within the program.
4. Conducts new instructor onboarding.
5. Sits in on at least one lecture of all new instructors in the first semester and provides developmental feedback as appropriate; may sit in on lectures of other instructors when an area of concern has been identified.

6. Reviews instructor course evaluations and identifies any areas of note to the Manager; distributes course evaluation results and provides feedback to instructors.
7. Organizes and chairs instructors' meetings throughout the year.
8. Fosters professional growth and development of instructors within the program.
9. Conducts performance reviews and manages performance of instructors.
10. Provides training to instructors on MyRMC, resource libraries, and pedagogy regarding online and hybrid classes.

### **PROGRAM DEVELOPMENT RESPONSIBILITIES**

1. Responds to all program inquiries. Assesses student applications for registration eligibility based on entrance requirements. Interviews student candidates, determines suitability, and conveys decisions on program entry. Assesses student requests for transfer credit/standing granted.
2. Organizes materials, resources, supplies and technology to facilitate effective instruction to students. Provides individualized instructor support as needs arise.
3. Proactively addresses any programming/course content issues.
4. Oversees the success of practicum placements in programs containing practicums.
5. Working with external stakeholders, develops and monitors practicum protocols and coordinates practicum placements for students.
6. Ensures proper tracking and reporting of student grades through the college's student information system. Reviews and rules on student grade appeals in accordance with college work standards.
7. Participates in local and provincial committees and boards to ensure best practices.
8. Writes or assists with grant and program development proposals as necessary.
9. Performs other related duties as required.

### **QUALIFICATIONS**

The Program Chair must have an appropriate combination of education, occupational experience and teaching experience as follows:

1. A bachelor's degree related to the field of instruction or equivalent combination of education and relevant teaching and occupational experience.
2. A minimum five years of teaching/educational leadership experience or equivalent combination of occupational, teaching and educational leadership experience.
3. Solid, demonstrated knowledge and skills in instructional design, delivery, as well as training, teaching and/or mentoring others.
4. Superior communication and interpersonal skills combined with strong planning, organizing, and multi-tasking abilities.
5. Computer literacy with a broad knowledge of a variety of Microsoft Office programs, including developing and running presentations.
6. Strong service orientation with good problem-solving and teamwork skills.

### **COMPENSATION**

This a 0.5 FTE continuing position, effective immediately, and the schedule is flexible within the scope of 0.5 FTE. The pro-rated salary range for this position is \$76,844 - \$96,055 per year, plus an excellent comprehensive benefits package.

### **TO APPLY**

To apply, please send your cover letter, resume and [district application form](#) to [applicants@sd42.ca](mailto:applicants@sd42.ca), this posting will remain open until filled. The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.