The Faculty of Education, Professional Programs invites experienced teachers to apply for the position of Program Coordinator. This is a 10-month appointment commencing August 1, 2017 with the possibility of renewal for up to a total of three years. The method of appointment is usually by secondment from a school district.

General Responsibilities:

The Program Coordinator in Professional Programs has both administrative and instructional responsibilities that include: maintaining a cooperative liaison with school districts; assisting in specific teaching tasks, such as in-service workshops for school and faculty associates, as well as contributing to program modules as a member of the instructional team.

Specific responsibilities include:

- **Program Design**: working with colleagues and the Director in initiating and modifying program initiatives and designing professional development activities.
- **Instruction**: assisting in organizing and providing workshops for school associates and new faculty associates, and making contributions to program modules as a member of the instructional team.
- **Student Supervision**: when appropriate, working closely with faculty and school associates to determine student progress toward attainment of program standards.

Qualifications – an appointee will normally have:

- eight years' successful teaching experience in the public school system;
- previous successful work experience with adult learners;
- leadership in professional development or curriculum development and supervision;
- previous successful teacher education experience preferably including faculty associate experience at Simon Fraser University;
- a University degree at least at the Master's level;
- previous administrative experience; and
- knowledge of and experience with microcomputer technology as applied to schools.

Please contact Karen Hansen, Program Manager via the email below for an application package

karen_hansen@sfu.ca

Posting closes February 6, 2017 @ 4:00pm

Simon Fraser University offers equal employment opportunities to qualified applicants. Preference is given to applicants eligible for employment in Canada at the time of application.