



Access and Inclusion Coordinator Position Posting

Our focus at Brookes is to work in a respectful, professional and collaborative manner, seeking solutions to problems, building community and nurturing the talents and skills of all staff. Brookes has a small community of staff that support one another. Staff value the opportunity to work in a diverse environment and to develop their skills in a variety of areas, willing to embrace challenge and to work towards creating a better world through education. Brookes seeks staff who are passionate about working with young people and encouraging them to become responsible, caring and thoughtful young adults.

Details of Position:

Posting Date: 2025/03/11

Closing Date: Open until filled

Position Title: Access and Inclusion Coordinator

Status FTE: Approximately 1.0 FTE (0.5FTE Access and Inclusion Coordinator and 0.5 FTE providing general instructional support. This ratio is based on the number of students requiring support plans or IEP's and is subject to change)

Start Date: August 2025 (2025/2026 school year-Specific date TBD)

Salary Range: \$50,000-\$75,000 dependent on education and experience

Scope of the Position

The ideal candidate will have experience working with students with diverse learning needs and will be well-versed in both the International Baccalaureate (IB) and British Columbia (BC) curricula. This role involves developing and implementing individualized education plans (IEP's) and other student support plans, providing specialized instruction and collaborating with staff and parents to support student success.

Key Responsibilities

Collaborate with the educational team in identifying students who require or would benefit from an Individualized Education Plan (IEP) or other student support plan.

Conduct observations and preliminary assessments to determine the area of concern and recommend additional psychoeducational assessments.

Meet and review educational plans with parents and educational team once per term.

Along with teachers, monitoring student progress and performance to identify any modifications needed to the plan

Provide support, resources and professional development to teachers to enhance the learning experience for the student that aligns with their educational plans

Continuous communication with any updates, progress and offer guidance to parents and team on the best ways to support the student once a term.

Utilize and coach appropriate corrective methods for behaviour management and planning

Maintain accurate and complete records for district funding or Ministry of Education requirements and reporting

Managing and supervising the student learning centre



Develop and implement IEP's and other student support plans tailored to the unique needs of each student
Provide general instructional support as needed
Coordinate Tutoring with students, tutors and Finance
Assist in creating the EA schedule based on needs of students

Skills and Experience Requirements

Knowledge and experience in a variety of neurodiversity
Experience creating and monitoring student IEPs
Strong organizational and planning skills
Excellent communication and interpersonal skills
Ability to work collaboratively in a team-orientated environment
Commitment to ongoing professional development
Collaborate and conflict resolution skills
Knowledge of classroom and student behaviour management skills
Working knowledge of current educational technologies and practices

Education and Qualifications

Bachelor's degree in Education or related field
Master's degree in Education, Special Education/Inclusive Education an asset
2-3 years experience supporting students with IEP's in a school setting
Required to complete and successfully pass a Ministry of Public Safety & Solicitor General Criminal Record Check
Possess a valid BC Teachers' Certificate or be able to obtain (must provide proof)
Experience with BC Inclusive education policies and familiarity with IB Curriculum

Benefits:

Brookes Westshore School Society offers a comprehensive total package, small class sizes, a supportive teaching environment along with Employee and Employer paid benefits, RRSP contributions and a lunch taxable meal plan benefit.

How to Apply:

Please submit a cover letter of interest and resume to careers@westshore.brookes.org

We thank all applicants for their interest in this position, however only those applicants that are shortlisted will be contacted.