



# BC CHRISTIAN ACADEMY

CHRIST | COMMUNITY | COMPASSION

**B.C. Christian Academy** is a Pre-K to Grade 12 independent Christian School in the Tri-Cities, B.C, Canada. We are passionate about equipping students to impact the world for Jesus Christ. We are currently accepting applications for the role of **LRC Coordinator** (special education coordinator) at the Learning Resources Centre in our Primary and Middle Schools for the **2022-2023 School Year**.

## Qualifications and Requirements:

- A devoted Christ-believer
- A minimum of four years of academic training, including a one-year professional training
- Strong interpersonal, communication, and collaborative skills
- Expertise in teaching, classroom, and behaviour strategies as well as assistive technology
- Extensive knowledge in differential instruction, and learning adaptations and modifications
- Good in computer skills including Microsoft Office and Boardmaker
- Experience in student intake process, IEPs and LSPs development, student educational and behavioral assessments, diagnostic teaching methods, and norm-referenced assessment instruments
- Well-versed in research-based methods of remediation
- Organized and detail-oriented

## Duties and Responsibilities:

- Act as an advocate and a resource teacher for students individually and collectively.
- Develop, facilitate, implement, and make necessary adjustments and updates on all IEPs, LSPs, and BMPs.
- Communicate and collaborate with the school team, parents/guardians, and outside professionals on students' IEP implementation progress.
- Conduct and participate in student pull-out and psycho-educational assessment sessions.
- Conduct SEA in-house training and performance evaluations in coordination with the LRC director
- Administer intake assessment and professional referral processes.
- Seek and attend regular professional development upgrading.
- Keep and maintain all LRC resources and documents in an orderly and integrity manner.
- Coordinate and adjust SEA coverage in case of absences.

[bcchristianacademy.ca](http://bcchristianacademy.ca) | [office@bccaschool.ca](mailto:office@bccaschool.ca)

Elementary School Campus | 1019 Fernwood Ave. Port Coquitlam BC V3B 5A8 | 604.941.8426  
High School Campus | 3000 Christmas Way Coquitlam BC V3C 2M2 | 778.819.4826



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- Respond to emergencies in resolving immediate safety concerns.
- Monitor and collaborate with SEAs for the quality and consistent support to students.
- Report and update to the LRC Director of daily activities on regular basis.
- Perform other related duties as required.

Eligible applicants should include the following in their application package:

- **Resume, including 3 professional references**
- **Pastoral Reference (name of your Pastor and contact number/email)**
- **Personal Statement of Faith in Jesus Christ**
- **Philosophy of Christian Education**
- **Copy of Academic and Professional Certificates and other supporting documents (workshops or professional courses completed)**

Benefits:

- **Extended Health Care**
- **Dental Care**
- **RRSP Matching Program**
- **Staff Tuition & Daycare Discount**

Please send your application package to our LRC Director Evangeline Torres  
[lrc@bccaschool.ca](mailto:lrc@bccaschool.ca)

## COVID-19:

During the COVID-19 pandemic, B.C. Christian Academy has implemented measures according to the suggested guidelines from the provincial governments. We continue to monitor and adapt as those guidelines evolve.

While we thank all applicants for their interest, only those candidates under consideration will be contacted. Thank you for your interest in BC Christian Academy!