



Vernon Christian School  
Heart for God – Mind for Truth

# Director of Inclusive Education

Region: Okanagan, BC  
School/Organization: Vernon Christian School  
Position: Administration  
Employment Type: Full-time  
Compensation Range: \$60,000 - \$103,000  
Date Posted: January 12, 2026  
Closing Date: March 30, 2026  
Start Date: August 1, 2026

## About Vernon Christian School

VCS is a non-denominational Christian School located in the Okanagan Valley of BC's interior. We are a growing, thriving, Christ-centered learning community with 475 students in a two-campus, Preschool - Gr.12 program. Please view our school website for more info: [vcs.ca](http://vcs.ca)

## OVERVIEW

The Inclusive Education Director (IED) is responsible for the leadership and supervision of the school's Inclusive Education Program and the implementation of a multi-tiered system of supports (MTSS). The IED reports to the Principal and serves as a member of the Educational Administration Team. The IED works in close harmony and collaboration with the Principal, campus Vice Principals, Learning Support Coordinators, Educational Assistants, and Counsellors across the K-12 campus to ensure the delivery of a comprehensive and cohesive learning support services program at VCS.

## RESPONSIBILITIES

### 1. Strategic Planning and Vision Setting:

- Provides strategic vision for the implementation of a Multi-Tiered System of Support for K-12.
- Develops and implements long-term and short-range plans for learning support services in alignment with the school's mission and values.
- Participates in system-wide leadership team planning and meetings.

### 2. Oversight and Management of Learning Support Staff:

- Oversees the hiring, supervision, and evaluation of learning support staff in collaboration with the Principal.

- Develops and coordinates learning support staff job descriptions, individual assignments, and ongoing schedules.
- Plans and leads collaborative team meetings to support and oversee K–12 educational assistants.
- Plans and implements professional development for learning support staff in collaboration with learning support coordinators and administrators.
- Responds to inquiries and concerns involving learning support staff, serving as a resource to provide direction in their duties as well as to identify and resolve issues.
- Facilitates meetings and communication with learning support staff teams on a regular basis.

### **3. Administrative Duties:**

- Develops and implements K-12 programs, policies, and procedures to ensure inclusive education for students with diverse needs.
- Develops and manages the Inclusive Education budget in collaboration with the Finance Manager and the Principal.
- Collaborates with admissions staff and administration in reviewing enrolment applications.
- Coordinates external support service providers (Educational Psychologist, SLP's, OT's, etc.).
- Oversees the development and maintenance of IEP's (Individual Education Plans) and SLP's (Student Learning Plans), including documentation to support the appropriate categories of SPED funding and 1701 records.
- Oversees the maintenance of accurate and up-to-date student records including: referrals, IEP's, testing, progress reports, conference and meeting notes, etc.
- Consults and networks with external organizations (e.g. SCSBC, FISA, MECC, and other relevant community organizations).
- Meets, communicates, and consults with parents of students with diverse needs as needed.
- Provides some direct student support in partnership with other learning support staff:
  - observes students in the classroom and other instructional settings
  - conducts standardized and informal testing
  - teaches/supervises students who require individualized programming in small group, 1-1, or in-class settings

### **QUALIFICATIONS**

- BC Teaching Certificate
- Committed follower of Jesus, actively involved in a local Christian church
- Experience as a Learning Support Teacher or in a similar special education leadership role
- Thorough understanding of the BC Curriculum
- Comprehensive knowledge of the MECC policy, procedure, and funding categories for students with special needs
- Strong alignment with a preventative, proactive philosophy, emphasizing early intervention, skill-building, and systems-level support
- Excellent organizational, communication, and leadership skills
- Excellent interpersonal and public-relation skills
- Collaborative team player who models servant and distributed leadership practices
- Demonstrated ability to work effectively with staff, students, and families
- Exhibits a professional work ethic and strict adherence to student and family confidentiality

- Models courage, integrity, transparency, and humility in relationships
- Commitment to living out and integrating the school's mission, vision, and values in all aspects of the role

**Preferred:**

- Master's Degree or comparable coursework in Special Education, Educational Leadership, Education, or equivalent
- Classroom teaching experience
- Experience designing and leading professional development
- Experience working within a multi-tiered system of support (MTSS) model

**APPLICATIONS**

- Submit applications or inquiries to **Matt Driediger, Principal:** [mdriediger@vcs.ca](mailto:mdriediger@vcs.ca)
- Include: Cover Letter, Resume, References, Personal Statement of Faith, and Philosophy of Christian Education

*Note: Applications will be accepted until the position is filled. Only short-listed candidates will be contacted.*