



**Central Okanagan
Public Schools**

Together We Learn

Welcome Centre Assistant Manager

It is acknowledged that Central Okanagan Public Schools operates within the unceded, Traditional Territory of the Okanagan Syilx peoples. The School District enrolls over 25,000 students (including approximately 3200 students who self-identify as having First Nations, Metis, and/or Inuit ancestry). Central Okanagan Public Schools is located in the Central Okanagan encompassing the communities of Peachland, West Kelowna, Kelowna, and Lake Country. There are a total of 51 school sites with 33 Elementary Schools, 8 Middle schools, 5 Secondary Schools, 3 Learning Centres, an Alternate Education School, and an Online Learning School (K-12). Central Okanagan Public Schools has an excellent reputation of providing outstanding, student-centered programs in a diverse and inclusive environment as well as offering a wide range of educational opportunities for students and staff.

CANDIDATE PROFILE:

Applications are invited from dedicated and enthusiastic professional educators who are committed to equity and excellence in learning to ensure that every student has the opportunity to succeed. Under the supervision of the Program Manager and the Director of Instruction - Settlement Services and International Education (SSIE), the Assistant Manager will support and provide seamless delivery of services to newcomers, as well as help liaise with community partners and schools to ensure transition supports lead to positive settlement outcomes. The Assistant Manager will support development and activities organized by the program to meet the delivery targets set by IRCC. The above-referenced position will be effective as soon as possible.

Major responsibilities will include:

- Supporting the Welcome Centre Manager and the Director of Instruction (SSIE) to develop and implement service programs that meet the Immigration Refugees Canada Citizenship (IRCC) requirements; assist supports and oversee program delivery targets and other special programs such as (i.e. Summer Program, after school activities, Language Conversation Circle, etc);
- Supporting the Program Manager in developing and conducting orientation sessions and workshops for clients, staff and community partners as needed;
- Supporting the program design and assisting with the implementation of program activities;
- Assisting the team in providing direct support to clients with complex needs and multiple barriers;

The successful candidate must:

- Have received a bachelor's degree from a recognized university in a related field;
- Thorough knowledge of Immigration and Refugee Protection Act (IRPA), Immigration and Refugee Protection Regulations (IRPR), Citizenship Act and Immigration, Refugees and Citizenship Canada (IRCC) regulations;
- Experience with student information systems and/or federal partner portal programs;
- Display strong interpersonal skills and highly effective communication skills;
- Possess highly developed knowledge and skills to lead teams and develop programs specifically designed to support needs and successful settlement and integration of newcomer families in our schools and community.

Please apply through Make a Future at: <https://buff.ly/3WsTrti>. Salary range is \$82,424 -103,030. Include a letter of application, complete with a comprehensive resume, copies of supporting documentation, and references **by 4:00 p.m., Thursday, August 15, 2024.**



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Bob McEwen
Executive Director of Human Resources
Central Okanagan Public Schools