

ASSISTANT DIRECTOR ~~ATAD~~

ADULT EDUCATION

NORTH AND WEST VANCOUVER SCHOOL DISTRICTS

Applications are invited for the position of assistant to the director of Adult Education for North and West Vancouver on a 1-year contract. Duties include assisting in the adult education program and participation in the preparation of a regional college curriculum. Junior college experience desirable. State qualifications, experience, and salary expected. Applications requested by August 18 to The Secretary, Regional College Committee, Box 8, North Vancouver, B.C.

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North Shore Regional College Co-ordinating Committee

Assistant to the Director of Adult Education

Overview

As director of adult or continuing education, I will have two main responsibilities this year. The first is the direction and operation of the adult education programme in North and West Vancouver. For this I am responsible directly to Mr. Lucas, and through him to the School Boards of the two School Districts. The second is the planning of the proposed regional college. This will involve outlining the organization of the college, planning the curriculum in general, developing representative programmes or courses ~~in detail~~, and articulating the whole with the new secondary curriculum on one hand and the colleges and universities on the other, with the assistance and advice of the Academic Board. For this, I would be directly responsible to the Co-ordinating Committee, and through it to the four member School Boards.

The proposed assistant would work in both fields under by direction, and would be directly responsible to me.

Qualifications

Some or all of the following qualifications are desirable:

1. Familiarity with, or experience in, the planning and operation of an adult education programme.
2. Experience in adult counselling.
3. Teaching experience, especially adult or college teaching.
4. Familiarity with vocational and technical fields of study and training.
5. Familiarity with the new secondary programme.
6. Familiarity with the philosophy and aims of the comprehensive community college.

Terms of Employment

These must be determined by the Committee. One suggested procedure is that the assistant be attached to the staff of a School Board so that he may enjoy the "fringe" benefits accorded to teachers in that system, for example, sick leave, pension, etc. The Board would be reimbursed in full by the Committee.

An alternative is to make him a direct employee of the Committee, paid directly from Committee funds.

The terms of employment remain to be resolved:

1. What is the term of the contract. - *One year. - 10 mos.*
2. What salary will be offered.
3. Is a B.C. Teaching Certificate necessary.
4. What office accommodation can be provided.
5. What is to be the position of the appointee at the end of the year if his services would no longer be required in this position?

As a basis for discussion I would suggest that a contract term be from the commencement of services to August 31st, 1967; that for convenience the appointee would be attached to the staff of North Vancouver School District; that an office in the North Vancouver High School be provided; that a B.C. Teaching Certificate be desirable; that the salary paid be commensurate with the qualifications and the experience of the appointee; and that the appointee should -

- a. Be qualified to be absorbed into one of the four school systems.
- b. Be a person who desires only a one year contract.