

DIRECTOR OF INSTRUCTION

Professional Exempt- On Site

The Burnaby School District is located on the traditional territories of the xʷməθkʷəy̓əm, Skwxwú7mesh, and səliwətał. Burnaby is at the geographical centre of Metro Vancouver. In 2021, Burnaby had a population of 249,125. The city is culturally diverse, with roughly 54% of residents having a primary language other than English or French.

We're the fourth largest school district in BC, operating 41 elementary and 8 secondary schools, as well as a range of District programs and Provincial Resource Programs. Over 27,000 students in Kindergarten through Grade 12 are enrolled. Our District employs more than 4,600 dedicated employees who are committed to providing all students with a wide variety of innovative, high-quality programs to ensure student achievement in areas that include academics, athletics, trades training, visual and performing arts, social responsibility, and leadership. In addition, our staff support the successful operation of our school facilities. Our District also provides lifelong learning opportunities to more than 6,000 adult learners through the Burnaby Community & Continuing Education program.

The District is seeking an experienced educational leader to join its instructional services team as **Director of Instruction**. The successful candidate will be an individual who has a successful track record of leading organizational change and can implement school and district-wide programs. This individual has demonstrated success in conflict resolution and problem-solving. We are looking for a leader who inspires others, understands the strength of diversity, makes a difference in the lives of learners and embraces partnerships.

A Director of Instruction in Burnaby:

- Is committed to collaboration, teamwork and problem solving as a member of the district instructional team;
- Has impeccable communication skills;
- Is responsible for supporting a family of schools in a geographic area of the district;
- Demonstrates excellent instructional leadership, management and supervisory skills;
- Is knowledgeable about current research in meeting the needs of each learner;
- Is responsible for mentoring and supervising staff in assigned program areas;
- Leads and manages an array of District portfolios focusing on various initiatives; and
- Displays skill and talent for community relations including the ability to work effectively with a wide range of people.

Qualifications:

- Master's degree in areas such as: Program and Curriculum Development, Supervision of Instruction, and Educational and Administrative Leadership;

- Member in good standing with the BC Teacher Regulation Branch; and
- Recent successful and relevant administrative K-12 experience as a principal or district administrator.

Please include the following documents in your application:

- Your cover letter which includes a description of your education, experience, and professional development as they relate to the position.
- Your statement of education philosophy.
- A comprehensive resume which reflects your education, experience, and professional development.
- Three (3) current letters of reference; one of which must be from a current supervisor. Referees should comment on the applicants' demonstrated abilities as they relate to the position. References are to be sent to Sarah Ash via email at sarah.ash@burnabyschools.ca directly from the Referee.
- Copies of your certificates (i.e., professional credentials).

The Burnaby School District values inclusion and embraces diversity as a strength. Our goal is for all individuals to feel a sense of belonging in a safe, supportive, and welcoming community. We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, LGBTQ2+ and persons with disabilities.

How to apply:

1. Register on Make a Future: <http://www.makeafuture.ca>
2. Create a profile
3. Click on Job Postings then click Search
4. Select the Job you are qualified for
5. Answer ALL job posting questions then click Apply
6. Upload ALL supporting documents
7. You will receive a confirmation email once your application has been submitted

Timelines:

- Please submit your full application **no later than 4:00pm on September 14, 2026**

The Burnaby School District is committed to creating and maintaining an accessible work environment for all members of its workforce. Within this hiring process we will make efforts to create an accessible process for all applicants' (including but not limited to people with disabilities). Confidential accommodations are available on request by contacting Sarah Ash in Human Resources. Any questions during the recruitment and hiring process should be directed to Sarah Ash in Human Resources, by email at sarah.ash@burnabyschools.ca

What we offer:

We have exceptional talent in our District and pride ourselves on being an engaging, collaborative, and supportive employer, as well as a progressive leader in education. We offer and welcome employees to take the opportunity to develop their careers within our District. There are many opportunities for those employees that possess the qualifications and capability to access positions of advancement. Employees are supported throughout their careers to engage in professional development opportunities by encouraging learning on assigned professional development days, providing professional development workshops, and providing the opportunity for reimbursement of external professional development.

Director of Instruction compensation is determined by BC Public Service Employer Association. The salary for this position is \$176,060 - \$195,622 along with a comprehensive benefits package including pension. Further details will be discussed at the time of hire. Successful applicants will be required to consent to a Criminal Record Search prior to employment. Only those persons selected for interviews will be contacted.

Thank you for your interest in the Burnaby School District!