

Job Description

Job Title: Associate Superintendent of Education

Department: Office of Education

Supervisor: Superintendent of Education

Location: Abbotsford, BC

Wage Range (annual): \$80,617.68 – \$94,517.28

Category: Full-time, exempt

Application deadline: January 15, 2026

Start Date: August 1, 2026 or earlier

ORGANIZATION OVERVIEW: Seventh-day Adventist Church British Columbia Conference serves as the administrative headquarters for the SDA Church throughout British Columbia and the Yukon. With a mission to *Learn, Love, and Live*, the Conference supports a network of churches, schools, ministries, campgrounds, and community programs while providing leadership in areas including education, youth ministry, family life, health, communication, church ministries, and planned giving. Through its diverse departments and ministries, the Conference is committed to evangelism, fostering spiritual growth, community outreach, and meaningful service across the region.

POSITION SUMMARY: The Associate Superintendent of Education provides strategic support to the Superintendent of Education and facilitates the general operations of the Office of Education and Conference schools throughout British Columbia. This role combines curriculum leadership, instructional supervision, teacher mentorship, and administrative support to advance excellence in Adventist Christian education across the province.

KEY RESPONSIBILITIES:

- Model Christian leadership, support the mission of SDA education ministry, inspire educators to integrate faith and Adventist worldview into their teaching, and nurture Conference education personnel in their spiritual journeys
- Work alongside the Superintendent to administer and supervise the Conference education program and to support the Office of Education goals
- Carry out school accreditation visits and provide training and support for school leaders
- Facilitate and counsel school boards
- Serve as curriculum coordinator for the Conference
- Maintain working knowledge of NAD, SDACC, and provincial education code and regulations, and implement relevant curriculum policies
- Oversee and maintain digital education resources, unit plans, and teaching materials
- Promote First Peoples Principles of Learning and support Core Competencies implementation
- Support schools in developing inclusive education programs

- Initiate and evaluate innovative, research-based educational programs
- Work with the Superintendent to recruit, develop, evaluate, and retain quality SDA Christian educators
- Provide classroom supervision, teacher coaching, and mentorship
- Submit Letter of Permission applications to BC Ministry of Education for employees without full certification
- Promote Adventist education throughout the Conference and collaborate with schools to create and implement marketing and development plans
- Maintain familiarity with Conference, provincial, federal, and ARM legal, health, and safety requirements, as well as ensure compliance with child abuse reporting requirements
- Serve on personnel committees when the Superintendent is unavailable
- Serve on education committees (K-12 Board of Education, etc.) and assist with preparation of agendas, minutes, and materials as needed

JOB QUALIFICATIONS:

- Active member of the Seventh-day Adventist Church in good and regular standing
- Master's degree in Education, Curriculum & Instruction or Educational Leadership
- BC teacher certification and NAD certification (or ability to obtain both)
- Successful teaching and educational administration experience, preferably in SDA settings
- Encounter training (or willingness to complete upon hire)
- Knowledge of diverse learners and Individual Education Plan (IEP) development
- Ability to legally work in Canada
- Ability to travel throughout BC, Canada, and the United States
- Knowledge of inclusive education practices
- Experience with educational technology and digital learning platforms
- Excellent communication, collaboration, and interpersonal skills
- Demonstrated passion for Christian education and mentoring educators

POSITION CONSIDERATIONS:

Job description continuous review: This job description outlines the general nature and level of work for this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required for this position. It will be reviewed on a regular basis and the adjustments may be made at the organization's discretion to meet operational needs of the Adventist Education in BC Conference.

Performance review: An initial performance review will typically be conducted after the first three months in the position, followed by regular performance reviews required for all employees thereafter.

Employment benefits: BC Conference strives to provide employees and their families with a comprehensive benefits package comprising of the medical, dental, disability, and retirement benefits, as well as the entitlement to paid time off and flexible leave policies.

Terms and conditions of employment: The terms and conditions shall be outlined in the Employment Agreement/Contract in conjunction with the BC Conference Employee Handbook (as amended from time to time), the contents of which form part of the employee's obligations. Employment Agreement and the

BC Conference Employee Handbook are aligned with the applicable local employment standards legislation, and regulations, as well as the practices and policies defined by the SDACC.

Physical requirements and working conditions: The position requires strong visual and communication skills, both oral and written, along with the ability to travel locally and long distances for school visits, various meetings, and professional development. The role involves working flexible hours (maximum 38 hours per week), including occasional evenings and weekends for board meetings, school events, and conventions. Work is performed in a standard office environment with regular use of computer and communication technology, and basic physical activity such as standing, walking, bending, and carrying light items.

Vulnerable sector background check: Consistent with our policies, the successful candidate must provide a police background check, including vulnerable sector screening.

APPLICATION PROCESS: Interested candidates should submit resume, cover letter, and references to the HR Department of the BC Conference (ssstamenkovic@bcadventist.ca).