

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: March 8, 2017
Level II

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted from **STATUS MEMBERS OF ANY FIRST NATION** for the following **Permanent Full Time** position:

EDUCATION OFFICER Ridpath Junior Public School (Lakefield)

SCOPE OF POSITION:

To oversee the success of the Curve Lake First Nation students attending Ridpath Junior Public School.

Duties:

- Acts as a liaison between the Ridpath Junior Public School, Curve Lake First Nation Education Department, and parents
- Ensure student needs are being addressed at Ridpath Junior Public School
- Work with students who require additional assistance with academics, social, emotional issues
- Monitor and ride the bus to ensure that students are conducting themselves according to the Curve Lake First Nation Busing Policy
- Report to the Education Manager any disputes, issues, requests, regarding the students of Curve Lake First Nation
- Other related duties as required by the Education Manager

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education & Experience:

- A degree/diploma in education or related field or relevant work experience
- Relevant work experience dealing with students in an educational setting would be an asset

RATED REQUIREMENTS:

Knowledge:

- Knowledge of the KPRDSB and community support services available to students grades 4-6
- Knowledge of the Curve Lake First Nation Education procedures and policies
- Knowledge of Anishinabemowin (spoken ability would be an asset)
- Understanding of needs of junior students (grades 4-6)
- Experience with database management

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Skills:

- Well-developed interpersonal skills; works in a positive, sensitive and cooperative manner
- Excellent organizational, analytical, and communication skills both written and verbal

Personal Suitability:

- Appreciation of education and the importance for CLFN students to achieve
- Appreciation for the needs for confidentiality, tact and discretion is a must
- High degree of initiative and self-direction
- Must be able to work as a member of a team and also independently as required, based on the needs of the students, school and organizations

TERMS OF EMPLOYMENT:

This is Full Time Permanent position beginning immediately. Annual salary range for this position is \$33,108 \$36,787 based on a 40 hour work week.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to:

Abigail McCue, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708

Deadline for Applications: Friday March 24, 2017 at 12:00 (Noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.