Position Description

Job Title:	Education Officer - LDISS	Reporting To:	Manager of Education
Department:	Education	Position Type:	Contract – Maternity Leave

POSITION SUMMARY:

The Curve Lake First Nation (CLFN) Education Officer – Lakefield District Intermediate School (LDIS) and Lakefield District Secondary School (LDSS), delivers educational programs and services within the administrative policies and procedures established by the General Manager and as directed by the Manager of Education. The Education Officer develops and delivers the Curve Lake First Nation support programs and services for students at LDIS and LDSS, develops and delivers academic tutoring/support for intermediate and secondary students and assists students in transition periods; grade 6 to 7, grade 8 to 9 and grade 12 to graduation.

DUTIES AND RESPONSIBILITIES:

1. Academic counselling/tutoring;
    - Assisting students with tutoring and provision of any academic assistance as required (focus on grade 7-10 math and the grade 10 Literacy Testing support)
    - Monitoring progress for all Curve Lake First Nation students attending LDIS and LDSS
    - Coordinating and administering the after school "Homework Group"

2. Career development and counselling;
    - Responsible for providing career counselling and identifying/developing career paths with students
    - Responsible for organizing and conducting (in partnership with CLFN Post-secondary Officer) Post-secondary and Skilled Trades Information sessions.

3. Personal Development and Counselling;
    - Responsible for providing personal counselling for students or for making referrals to appropriate agencies or departments.
    - Assists out of district students in their transition to the area and monitors and assists them in their progress

4. Works collaboratively with other organizations/departments to provide support services for students
    - Works collaboratively with LDSS staff to prepare commencement awards
    - Represents CLFN students at LDISS Student Success meetings
    - Works with CLFN Health Department to deliver social/emotional support services for students
    - Works with the CLFN Post-secondary Officer to assist students in the transition to secondary programs and in the preparation for graduation with the goals for achieving entrance to post-secondary programs

5. Other;
    - Maintains Curve Lake First Nation Resource Room
    - Assists in the acquisition of funding and other services on behalf of the students and monitors and assists them in their progress. (i.e. school trips, extra-curricular

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activities, sports, and snack program.

- Performs other such duties as may be reasonably required by the Manager of Education

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

The incumbent to this position will meet the minimum requirements that include:

Education: Grade Twelve Ontario Secondary School Diploma
Post-secondary programs related to Youth would be an asset

KNOWLEDGE

- Knowledge of Math and Literacy skills curriculum grades 7-12
- Familiarity with youth, especially intermediate and secondary students
- Knowledge of services for intermediate and secondary students.

SKILLS

- Ability to multi-task and meet multiple and/or unexpected deadlines in a demanding environment;
- High degree of initiative and self-direction; good analytical, organizational and communication skills
- An appreciation of the language and culture of the Anishinaabe is required;
- Working ability in Anishinaabemowin would be an asset.

WORKING CONDITIONS

- Has a high public profile and extensive public contact; and, is subject to deadlines and interruptions.
- Involves on-on-one contact with students, group leadership and direction.
- Involves considerable out-of-office, on–campus/in-school contact.
- Work is as, where and when required.

PERSONAL ATTRIBUTES

The incumbent must maintain strict confidentiality in performing the duties of the Education Officer within the Curve Lake First Nation. The incumbent must also demonstrate the following personal attributes:

- Dynamic, creative and visionary
- Flexible
- Must demonstrate and ensure a high level of personal and professional conduct
- Works in the spirit of co-operation and teamwork with other staff (CLFN, LDIS, LDSS and School Boards)

Acknowledgement

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_____ Employee Name (Please Print)	
_____ Employee Signature	_____ Date
I acknowledge that I have read and understand the responsibilities assigned to this position.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

A copy of the signed and approved Position Description is to be placed in the Employee file prior to the Employee beginning any employment activities with the Curve Lake First Nation.

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