



Elementary/Secondary Education Support Worker

Permanent Full-Time with Benefits

Under the direction of the Director of Education, the elementary secondary education support worker will be responsible to provide leadership, direction, and guidance for the delivery of education services and programs for students of Nipissing First Nation.

QUALIFICATIONS:

- Must be a registered First Nation member or non-member spouse of a Nipissing First Nation member.
- Must possess a teacher's certificate or equivalent.
- Must have experience in the field of elementary or secondary education and Special Education.
- High level of computer skills and proficiency using Microsoft Office 365 software.
- Knowledge of Native Education and challenges.
- High degree of initiative and self-direction; good analytical, organizational, verbal, and written communication skills.
- High level of public relations skills and good project management skills.
- Must have a valid driver's licence and access to a vehicle.

DUTIES:

- Assisting with the development and maintenance of student documentation.
- Assisting with posting and maintaining information on NFN website on behalf of the Education Department.
- Coordinating orientation sessions, workshops and seminars for students and parents.
- Monitoring student attendance records at elementary and secondary levels.
- Providing advocacy support for students with Special Needs with school officials.
- Accessing learning opportunities and resources for students.
- Providing guidance and counselling services that will assist students in achieving their academic goals.
- Reporting to the Director on nominal role, student count, Special Education consents.
- Providing guidance and counseling services that will assist students in achieving their academic goals.
- Monitoring the Adult Education program.
- Invoicing Tuition payments with School Boards and other First Nations.
- Other related duties assigned by the Director of Education.

The successful candidate will require a current Criminal Reference Check prior to employment.

CLOSING: Friday, September 24th, 2021 at 4:30 p.m. Qualified individuals are invited to submit a cover letter, resume, and three current work-related references to:

Kyesha Fong, Human Resources Administrative Assistant
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC