



Graduation Coach at Nipissing Secondary School

Contract Position for 2021-2022 School Year

Nipissing Secondary School is seeking a highly qualified and motivated individual to work directly with students at risk of not graduating. This individual will work with the Student Success Team to identify student specific barriers and create measurable student-specific activities to support successful graduation. There is a possibility of position extension based on available funding.

QUALIFICATIONS:

- Must be a registered First Nation member or non-member spouse of a Nipissing First Nation member.
- Must have Ontario College of Teachers certification.
- Must have a valid Ontario Class "G" Driver's Licence and access to a reliable vehicle.

RESPONSIBILITIES:

- Work with the teachers to ensure that Individual Pathway portfolios are created and maintained annually.
- Communicate and provide pathway options education information and resources to teachers, students, parents and community.
- Work collaboratively with school administration to ensure timetabling provides maximum opportunities for students to register in necessary courses in order to meet graduation requirements, post-secondary requirements, and pathway aspirations.
- Meet with students during structured and informal times to review, develop and execute plans to apply to their post-secondary pathway.
- Assist students in submitting applications, including reviewing completed applications, and all supplementary materials such as essays and written responses (College, University, Workforce, OSAP, etc.).
- Meet with all potential graduates to provide support for graduation planning, scholarships, bursaries and awards, and job readiness.
- Liaise with admission staff at Colleges and Universities to discuss matters pertaining to admission and applications.
- Maintain thorough electronic records of direct student interaction and work done on their behalf in connection with their applications to post-secondary institutions.
- Ensure that a process is in place to track graduates to gather information on the post-secondary pathways and careers of our graduates.
- Develop a sense of belonging with students by providing cultural activities.
- Tutoring, course planning, peer mentoring and role modeling.
- Encourage community engagement and participation of NFN community in school and student activities.
- Expose students to career possibilities and support their pursuit.
- Support transitions Grade 9,10 and address dropout rate and supporting transitions between high school and post-secondary school.

- Develop a written report with the Principal that includes a detailed narrative on the following:
 - Program description
 - Description of the services provided
 - Number of students accessing the Graduation Coach and services
 - Challenges in program and service delivery
 - Successes in program and service delivery
 - Enhancement recommendations
 - Impact on parental and community engagement
 - Enhancement recommendations for program and services

The successful candidate will require a recent (obtained within the last 3 months) Criminal Record Check and Vulnerable Sector Screening prior to employment.

Qualified applicants are invited to submit a cover letter, resume, and three (3) work related references no later than **Friday, December 17th, 2021**, at 4:30 p.m. to:

Human Resources Department
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