



Graduation Coach

Be a part of the amazing team at Nbisiing High School!

Department: Education – Nbisiing Secondary School
Posting Date: June 16, 2023
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Full-time, Contract End Date June 28, 2024
Vacancies: 1
Reports To: Principal, Nbisiing Secondary School

Nbisiing Secondary School is seeking an experienced and motivated Graduation Coach to join our team. The primary focus of this role is to provide guidance and assistance through the application process for admission into post-secondary institutions. This includes visioning career aspirations, structuring course work appropriately, completing application documents, and touring prospective post-secondary schools.

The successful applicant will also have the opportunity to work with a strong team of teachers and demonstrate superior ability to create a positive and engaging learning environment for our students. The incumbent will also have the opportunity to demonstrate their commitment to developing the whole student by building their academic, mental, emotional, and spiritual selves through culturally appropriate pedagogy and best practices.

What you'll do in the role

- Counsel students to plan, structure and program Nbisiing courses with their post-secondary pathway in mind.
- Works with the teachers to ensure that portfolios are begun and maintained annually according to guidelines set out by the school principal to ensure that all students, starting in Grade 9, have individual Pathway Portfolio
- Provide pathway options education information and resources to teachers, students, parents, and community.
- Works collaboratively with school administration to ensure timetabling provides maximum opportunities for students to register in needed courses 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.
- Assist students in applying to their chosen programs in the workforce, apprenticeship or at College or University
- Assist students in completing their applications for funding (home reservations, OSAP etc.)
- Meet with all potential graduates to provide support for graduation planning, scholarships, bursaries and awards and job readiness.



Employment Opportunity

- Communicate with parents both informally and through formal reporting means regarding a student's course programming and post-secondary pathway.
- Liaise with admission staff at Colleges and Universities to discuss matters pertaining to admission and applications.
- Facilitate and supervise post-secondary visits and presentations for students.
- Draft letters of recommendation and other documentation required for applications, and collate other recommendations required from staff.
- Maintain thorough electronic records of direct student interaction and work done on their behalf in connection with their applications to post-secondary institutions.
- Deliver presentations to junior students on matters pertaining to post-secondary pathways.
- Keep current with trends with Colleges and Universities
- Attend College/University Professional Development conferences.
- Ensures that a process is in place to track graduates to gather information on the post-secondary pathways and careers of our graduates.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.

What you bring to the table

- Post-Secondary Degree or Teacher's College Degree is required.
- Must be in good standing with Ontario College of Teachers certification.
- Criminal Record Check, with vulnerable sector clearance
- Familiarity with the Grade 9-12 Ontario Curriculum
- Demonstrated commitment to student development and success.
- Ability to utilize technology to effectively and efficiently complete tasks.
- Excellent communication and interpersonal skills
- Experience working in a First Nation school and/or with First Nations' students is an asset.
- Experience in leadership is an asset.
- Self-motivated and detail oriented, adaptable to changing priorities and procedures.
- Ability to utilize technology to effectively and efficiently complete tasks.
- High level of energy and patience
- Excellent teamwork, analytical thinking, planning, organizing and problem-solving skills.
- Respect for Indigenous culture and willingness to learn Ojibwe.

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing June 30, 2023 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two



Employment Opportunity

Closing July 7, 2023 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing July 14, 2023 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Are you a member of NFN? If so, please read below:

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

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