



## EMPLOYMENT OPPORTUNITY

### Independent Learning Coordinator

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Department: Education

Posting Date: June 13, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Full-time, Contract End Date June 17, 2026

Vacancies: 1

New or Existing Position: New

Reports To: Principal / Adult Education Supervisor

Salary Range: \$56,292.60 - \$74, 274.20

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The Independent Learning Coordinator supports secondary students enrolled in online programs and adult learners working toward their Ontario Secondary School Diploma (OSSD). The role focuses on academic progress, mentoring, and educational planning.

#### **What you'll do in the role**

- Support secondary students enrolled in independent learning courses (e.g., TVO/ILC) by tracking their progress, communicating regularly, and offering academic coaching.
- Provide individualized mentorship to adult learners, helping them develop learning plans and work toward their Ontario Secondary School Diploma (OSSD)
- Coordinate the Prior Learning Assessment and Recognition (PLAR) process to help adult learners receive credit for past learning.
- Assist students with pathway planning, including post-secondary options, apprenticeship opportunities, and employment readiness.
- Guide students through funding and application processes (e.g., OSAP, OCAS, OUAC, Band funding, bursaries, and scholarships)
- Work closely with school staff, parents, and administration to foster student success.
- Ensure accurate, confidential documentation of student progress and communications.
- Adapt to a flexible schedule, including evening availability to support adult learners.
- Promote a safe, inclusive, and culturally respectful learning environment.

#### **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.

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- On-the-job training to support your success in the role.
- Casual dress
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance.
- Better than average vacation and leave packages.

#### What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Post-secondary diploma or degree in Education-related field (B.Ed, EA, ECE), Guidance and Counselling, Social Work, or a related human services field. Experience supporting students in online or independent learning environments.
- Strong understanding of Ontario's secondary school curriculum and graduation requirements
- Familiarity with PLAR, TVO/ILC platforms, and adult education processes
- Excellent time management, organizational, and documentation skills
- Strong interpersonal and communication skills, with the ability to support diverse learners.
- Technological proficiency with Microsoft Office 365, Google Classroom, and virtual learning tools
- Ability to work independently and as part of a team in both in-person and remote settings.
- Flexibility to adjust hours based on the needs of adult and secondary learners.
- Ontario College of Teachers certification is an asset.
- Training in adult learning, student coaching, or mental health first aid is an asset.

#### **APPLICATION DEADLINES:**

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

##### **Closing June 27, 2025 - 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

##### **Closing July 4, 2025 - 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.



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- If no suitable candidate is found, the process will proceed to Stage Three

#### Closing July 11, 2025 - 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](mailto: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.**