



ALDERVILLE FIRST NATION
JOB POSTING: Contract August 2017- August, 2018
(With the possibility of longer term extension)

Student Services Coordinator

JOB SCOPE:

The Alderville First Nation is seeking a reliable, motivated and energetic individual to fill the permanent position of Student Services Coordinator Contract FULL-TIME for 5 days/week (35 hrs/week).

The successful candidate will work under the direct supervision of the First Nation Administrator and will be responsible for the Special Education program and ensure efficient service delivery.

DUTIES & RESPONSIBILITIES:

- **Planning and Advisory Services**
 - Coordination of Alderville Community Education Support (ACES) program & staff
 - Follow school Policies and Procedures as well as any safety plan and chain of command
 - **Coordination of the After school program**
 - Set up for students Monday to Thursday; coordinate snacks and student learning activities
 - Coordinate staff and students according to student need, subject area, grade level and age
 - Provide effective Transitional opportunities to students in Transition areas; school entry, high school entry and post-secondary options
 - **Coordination of School's Cool program**
 - **Administrative Duties and Financial Management of the Student Services Program**
 - **Liaison**
 - Must be able to coordinate special education services
 - Develop a liaison with First Nations and other local, provincial and federal agencies
 - Must be willing to sit on Health & Safety Committee
- Coordination of school readiness program

MINIMUM QUALIFICATIONS

- A post-secondary degree in education, with a focus on native concentration and special education preferred; Alternatively, a diploma as an Educational Assistant with several years of work related experience with a variety of school aged children, high needs preferable
- Must have demonstrated experience in financial reporting & financial management
- Knowledge of First Nations, Provincial and Federal Government structures;
- Must have basic finance and budgeting experience
- Knowledge of Provincial curriculum and policies and procedures of provincial school boards; and the Education Services Contract between AFN and the School Boards.
- Proven and demonstrated experience with Microsoft Office applications Must have demonstrated related work experience
- Teaching experience within Ontario Provincial schools, Familiarity with Ontario Education and Special Education Programs a definite asset;
- Must have valid Class 'G' driver's license with reliable method of transportation and liability insurance
- Must have the ability to maintain high level of confidentiality
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered)

Deadline to Apply: June 22nd, 2017 at 4:00 pm (Late applications will not be accepted)

How to apply: Applications can be delivered to the reception area of the Alderville First Nation Administration Building, emailed or faxed. Submissions **must include** a cover letter, salary requirements, resume, along with three work-related reference and/or letters of reference. Faxed to: (905) 352-3242 or e-mailed to: tmacleod@alderville.ca

Attention: Tasha Macleod RE: *Student Services Coordinator*

Alderville First Nation, 11696 Second Line Road, P.O. Box 46, Roseneath, Ontario K0K 2X0

Contact Catherine Davis (905) 352-3583 or Tasha for more info (905) 352-2793 or for FULL job Description.

www.alderville.ca

We thank all who apply however only those selected for an interview will be contacted. *Chief and Council retain the right to make the final decision on the selection of the successful candidate.*