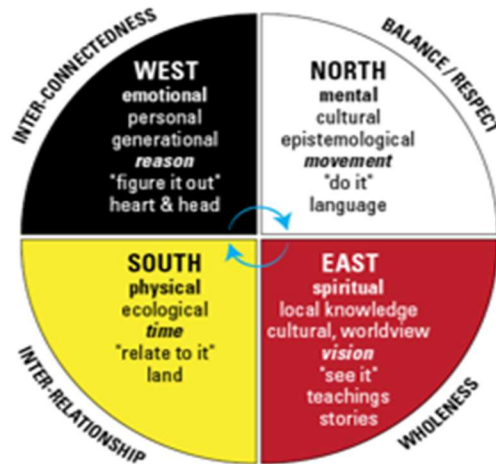




Kwkwetlem First Nation

Job Posting

Education Coordinator



Emotional·(Relationships,·Empowerment,·Cooperation,·Struggle)¶

Mental·(Understanding,·Awareness,·Perspective,·Leadership)¶

Physical·(Action,·Skills,·Sustainability,·Health)¶

Spiritual·(Dignity,·Values,·Connection,·Reflection)¶

The Kwkwetlem First Nation (KFN) are proud hə́n ǵ əmíh əm -speaking (downriver Halkomelem) Coast Salish people, who descend from a tradition of elders who were renowned as spirit and winter dancers, skilled canoe builders, and master sturgeon and salmon fishers. As we look to the future, we seek to care for our community and our traditional lands in culturally meaningful ways. The Band Office is located on Colony Farm Road in Coquitlam, BC.

We are looking for an experienced Education Coordinator to work with students of all ages to achieve their long-term educational goals. The Education Coordinator provides direct engagement, support and services to students in pre-school, elementary, secondary and post-secondary school, as well as coordinating employment training for members and the administrative team.

The Education Coordinator reports to the Health Director and will provide support in our Education Department as follows:

Emotional (Relationships, Empowerment, Cooperation, Struggle)

- Providing sound leadership in the area of Education and assisting with Strategic Planning Sessions specific to Education and Employment
- Working with related committees and staff as required
- Keeping all stakeholders informed of all current legal, regulatory or policy changes with regard to education (Provincial, Federal and KFN Governments)
- Traveling when required to liaise with external agencies and schools, in particular, School District 43's Principals, Vice Principals, First Nations Support Workers, teachers and members of the Local Education Agreement (LEA).
- Traveling when required with KFN youth to provide knowledge and life experience by touring Universities and possibly taking youth on a trip Overseas
- Participating in KFN meeting such as: weekly staff meetings, community training sessions, KFN members' information meetings, etc. as required from time to time
- Attending Education Board meetings to discuss progress and planning on behalf of the KFN

Mental (Understanding, Awareness, Perspective, Leadership)

- Advocating and assisting all band members at all levels of education as needed
- Providing guidance and supporting students/parents to understand the public education process (e.g., IEPs, Special Ed, rights of students/parents, etc.)
- Providing education/career counseling to band members as required
- Working with parents (by request) to improve educational outcomes for students
- Providing support to students to ensure successful completion of post-secondary studies
- Working with KFN community members and the KFN Staff to determine training and development requirements
- Liaising with SD 43 First Nation Support Workers to confirm enrollment of KFN students
- Meetings with KFN Finance Department to deal with students' financial requirements, issues and concerns as required
- Working directly with School District 43 schools, teachers, principals and others to ensure KFN students are reaching their full potential in education
- Working with post-secondary students to ensure that all applications and policies are understood and followed
- Ensuring that all post secondary/trade students understand the education policy and procedures

- Developing and launching a Tutoring Program for K-12 students, and provide direct tutoring support to any student who are struggling or need extra help
- Organizing and overseeing an after-school homework program
- Organizing training courses for community members and KFN staff to augment employable skills
- Planning, organizing, coordinating and implementing educational programs in accordance with the approved practices, policies, budgets, standards and guidelines

Physical (Action, Skills, Sustainability, Health)

- Ensuring the Local Education Agreement (LEA) is developed, maintained and actively adhered to
- Responsible for Annual Education Program budget, which includes funding for the Local Education Agreement, guidance and counselling services for elementary and secondary school students
- Providing written and/or verbal reports as required or requested
- Applying for all relevant funding proposals in order to receive funding for training and educational needs for all KFN students
- Coordinating of budgets and financing for post-secondary students for supplies, tuition, books, living allowance and materials necessary for schooling
- Preparing post-secondary budget projections on an annual basis or as needed
- Preparing monthly reports for the KFN administration and any relevant information required in the Community Newsletter
- Organizing funding and placement for job experience training for secondary and post-secondary students
- Facilitating workings with regard to budgeting and other life skills workshops for secondary and post-secondary school students
- Organizing, tracking, and managing all KFN funding opportunities and working with all departments on opportunities as they arise
- Overseeing the annual review and completion of the K-12 nominal roll forms before providing to the CAO for signature
- Collecting and processing Post-Secondary applications for students
- Working with and discussing any issues that may arise from time to time with the Community Driver regarding kids traveling to and from school and ensuring the bus transportation program adheres to Provincial and Federal Legislation
- Planning and coordinating any community events and activities, along with other KFN departments and staff

- Developing and maintaining a database of KFN students for the purpose of monitor progress, attendance and other relevant information
- Maintenance of records and files for student information
- Oversees and monitors all Indigenous and Northern Affairs Canada programs that include the elementary, secondary, post secondary programs and trades and training
- Attending meetings for the amendment of the KFN Post-Secondary Education Funding Program, the KFN Education Policy and the Terms of Reference to ensure all policies are adequate and up-to-date, and revision of all policies and program documents to reflect changes made in these
- Assisting in ensuring that all KFN education policies are reviewed and updated annually or as required
- Developing a detailed 5-year plan for the Education department and establishing a detailed plan for each member

Spiritual (Dignity, Values, Connection, Reflection)

- Developing a plan to incorporate KFN language, history and culture into all education within School District 43
- Working with parents in the planning and organizing any educational ceremonies for students, including fund raising (i.e. car wash, bottle drive, Bingo, bazaar, etc.); including purchasing or creating decorations, gifts and food for any educational celebrations, as required
- Maintaining a high standard of ethics and accountability
- Treating all KFN students and community members with fairness and respect
- Maintaining a high standard of confidentiality on all matters relating to the affairs of the Education Department and KFN Students and Community

Knowledge, Skills & Abilities

- Post-secondary education in the area of education, and/or equivalent experience
- 3 to 5 years of related work experience
- Demonstrated critical thinking skills
- Must pass Provincial /Child Care Criminal Record Check/Vulnerable Sector Check
- Must possess a valid Class 5 Driver's Licence
- Valid Passport and able to travel out of Canada to the United States and Overseas
- Work experience in an aboriginal setting a definite asset
- Ability to interprets and apply guidelines, policies and legislation

- Knowledge of all relevant legislation related to education
- Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed
- Good oral and written communication skills
- Advanced knowledge and experience using Microsoft Word, Excel, PowerPoint and Microsoft Outlook applications
- Strong analytical, organizational, coordinating and planning skills
- Proven ability to set priorities and meet deadlines
- Knowledge of curriculum and pedagogy
- Knowledge of educational policies and procedures for K-12, post secondary and others
- Knowledge of KFN language, history and culture, a definite asset
- Ability to take initiative and maintain tact and diplomacy
- Team player who is cooperative, service oriented, with great problem solving and judgement skills

This position is a fulltime role, and the KFN will pay a competitive salary based on experience. All fulltime employees of the KFN are eligible for employee benefits, as well as participation in a Registered Pension Plan, after successfully completing a 90-day probation period.

If you have a passion for working with students of all ages in a First Nations environment, and this role matches your skills and experience, then please provide us with your cover letter and resume to diana@kwikwetlem.com.