


JOB DESCRIPTION


Position	Coordinator, First Nations and Métis Education
Portfolio	Instruction and School Operations
Reports To	Superintendent of Education
Location	Education Centre, RM of Sherwood
Salary Range	Saskatchewan Teachers Federation Grid

JOB PURPOSE
<p>The First Nations and Métis Education Coordinator provides K-12 curriculum support to students and teachers within Prairie Valley School Division to ensure First Nations and Métis (FNM) ways of knowing, content, and resources are aligned with the aims, goals, and outcomes of the provincial curricula and builds productive educational partnerships with area First Nations for the benefit of all students. This position also acts as the social studies curriculum consultant and is responsible for Treaty Education.</p>
PRIMARY RESPONSIBILITIES
<ul style="list-style-type: none"> • Take a leadership role in establishing and strengthening education partnerships with area First Nations, focusing particularly on Education Coordinators. • Provide accessible, timely and effective educational leadership and expertise to classroom teachers with a specific focus on FNM ways of knowing and content and implementation of Treaty Education. • Analyze system and school-specific FNM student assessment results in order to develop and recommend targeted and system-wide interventions and strategies to improve student achievement. • Coordinate, implement, and support system, school, and grade specific Treaty Education assessments, working with subject-area consultants to ensure a balanced and coherent assessment system across the school division. • Build the capacity of classroom teachers using a variety of proactive, innovative and effective professional development delivery techniques, including in-class modelling, collegial mentoring and coaching, professional reference materials and presenting at professional learning events. • Liaise and represent PVSD in a professional manner at relevant education partner and Ministry of Education sponsored events. • Stay current with the social studies curriculum, including Ministry of Education curricula, planned changes to curricula, research-based instructional strategies, assessment practices and integration of technology into instruction. • Responsibilities may be reviewed and assigned from time to time by the direct supervisor.

KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • In depth knowledge of educational programming, curricula, assessment, and instruction and specifically First Nations and Métis education • Excellent leadership, collaboration and consultation skills • Excellent problem-solving skills and solution focused interactions
COMPETENCIES
<ul style="list-style-type: none"> • Leadership – Maintains a professional and positive manner even under changing or uncertain conditions. Works well with a wide range of individuals to provide support, coaching, encouragement and direction. Engages others in order to accomplish organizational goals and strategies. • Time Management and Organization – Maximizes time in order to accomplish as many tasks as possible in a timely manner keeping in mind prioritizing tasks as needed. Setting out goals and objectives as well as the work plans required to complete them. • Accountability – Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis. • Problem Solving/Creative Thinking – Resolves difficult and complicated challenges using new and innovative ideas. Develops creative approaches and seeks opportunities to improve processes that affect the workplace. Analyzes options and decisions based on long-term outcomes. • Personal Development and Continual Learning – Displays ongoing commitment to learning and self-improvement by learning from mistakes, seeking feedback, and taking opportunities to acquire new knowledge, skills and abilities. • Confidentiality – Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.
QUALIFICATIONS
<ul style="list-style-type: none"> • Valid Saskatchewan teacher certificate, Bachelor of Education or Master’s Degree in a related area • Minimum five years of teaching experience in a variety of settings
WORKING CONDITIONS
<ul style="list-style-type: none"> • 8 hour work days, 40 hours a week, 10 months per year • Employment conditions as per STF/PVTA LINC agreement • Regular travel to schools is required and occasionally to Regina and/or Saskatoon, using a system fleet vehicle where possible or with mileage paid for use of personal vehicle • Shared office space
DIRECT REPORTS
<ul style="list-style-type: none"> • N/A

Approved by:

Supervisor Name: Patty Brady
Supervisor Title: Superintendent of Education, Instruction and School Operations
Signature: 
Date: May 19, 2017

Deputy Director Reviewed 

Last Updated: May 2017

