

NORTHERN NISHNAWBE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY

NNEC is a non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post-secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre. NNEC has offices in Lac Seul (head office), Sioux Lookout, and Thunder Bay. NNEC welcomes applications for the following position:

TRANSITION COORDINATOR DFCHS/PFFNHS/Wahsa Distance Education Centre Sioux Lookout or Thunder Bay

The Transition Coordinator will work with the DFC/PFFNHS/Wahsa Principals, to provide transitional support to students as they transition into NNEC schools, from Grade 12 into post-secondary education, trades, or employment and into and out of the provincial education system. The Transition Coordinator must be a self-motivated individual with excellent interpersonal and communications skills.

RESPONSIBILITIES:

1. Act as a liaison between the student's home education authority and receiving school, and between school systems;
2. Make ongoing contact with the students and their families to ensure student needs are being addressed, so they are successful in and out of school;
3. Work with students and their families to develop strategies to support their successful attendance in school, as well as work with the students to develop their sense of belonging and self-esteem through peer support and social networking;
4. Develop a comprehensive network of supports, resources and services that are available to students in Thunder Bay and Sioux Lookout;
5. Work with a variety of staff (specifically NNEC school staff, health and mental health programs) to help identify which of these supports, resources, and services would be most beneficial for individual students; and
6. Create student profiles that highlight the students' strengths, needs and interests;
7. Develop and implement activities that assist in transitions to a new school, urban center, and program;

8. Work closely with NNEC school guidance counselors and school administration to ensure students have a pathway in education to graduation;
9. Participate in the NNEC student intake process when requested;
10. Provide communication to student's home education authority and/or tribal council as requested;
11. Support initiatives that are identified for second level services for NNEC schools and students;
12. Plan, coordinate, and lead student orientation programming at Dennis Franklin Cromarty High School, including the design and implementation of experiential, community-based activities in Thunder Bay that support students' transition to the school, the city, and available community resources;
13. Provide direct, ongoing support to students in navigating local transportation systems, including guidance on public transit use, individualized travel support including accompanying students on routes as needed, instruction in route planning using digital tools, and coordination/management of transit access and bus passes;
14. Support the planning, coordination, and execution of graduation ceremonies at Dennis Franklin Cromarty High School and Pelican Falls First Nation High School. Works collaboratively with school administration and graduation committees to ensure events are meaningful, organized, and reflective of student achievements and community values.
15. Other duties as required.

QUALIFICATIONS AND EXPERIENCE

- Ontario Intermediate/Senior Teacher Certificate of Qualifications
- A member of the Ontario Teachers College
- A knowledge of and sensitivity to First Nations history, culture, and student issues
- Thorough knowledge of community resources available to First Nations youth
- Strength in developing strong connections at the community level
- Experience working with First Nations students in an educational setting
- Background and experience in counselling First Nations students
- Excellent communications skills, fluency in a local First Nations dialect is an asset
- Guidance Specialist Additional Qualifications is an asset
- Must be willing to travel and work flexible hours

SALARY: Based on QECO rating (Years 0 to 11) as follows:
A1 - \$54,280 - \$89,063
A2 - \$56,513 - \$95,029
A3 - \$60,967 - \$102,973

A4 - \$63,862 - \$109,533

All staff are compensated 13 weeks of vacation either with vacation days, monetary compensation or a combination of both

**NNEC thanks all applicants in advance; however, only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This advertisement is for a current vacancy and will remain open until filled. Please submit your cover letter, resume and three references (with written permission for NNEC to contact) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to humanresources@nec.on.ca