

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

### Trades Development Officer – Matawa Learning Centre

## **PURPOSE OF THE POSITION**

Reporting to the Education Department Manager and the Matawa Learning Centre (MLC) Principal the Trades Development Officer (TDO) will assist in the planning, design and implementation of a secondary school trades program. As an expert in the trades, training and program development the Trades Development Officer will provide consultative support on trade viability, training design, development and certification. This includes guiding, developing and the provision of training solutions as well as teaching in a secondary school setting and managing learning resources.

## **SCOPE**

The TDO will assist in the writing of proposals to acquire funding, development of partnerships with stakeholders and trade unions, and ensuring compliance with Ministry of Education standards and regulations for a trades program. As a part of this development process, the TDO will gather occupational and trade related content, facilitate and participate in trades training related committees and meetings in support of standard design and development. The position will further provide consultative advice and act as the liaison between the MLC and industry experts, government agencies and training institutions.

For this program the TDO will design and develop programs involving project planning, costing, resource needs, outcomes, milestones, timelines and program evaluation. In addition, they will design, develop and validate training materials for trades through a needs analysis, analyse and review trade scopes of practice within Ministry of Education Technological Education curriculum standards. Further, the TDO will have knowledge of apprenticeship programs and youth employment strategies.

The TDO will continue to stay up-to-date on current trades research, trends and best practices related to student success, which include on-going networking with other First Nation organizations, provincial ministries, the federal government, local school boards and other outside professional agencies and organizations.

The TDO will be subjected to highly confidential material in relation to the MLC, including student information and assessment results etc. The TDO shall conduct themselves in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations Management policies and procedures.

## **RESPONSIBILITIES**

### 1. Main Activities

- Promote, guide, coordinate and advise the MLC on trades training and education
- Create a trades program for a secondary school environment
- Stay up to date on the latest trades related trends, certification and employment standards
- Develop and maintain partnerships with trade unions, industry experts and other training and trades organizations
- Design an effective classroom learning environment and develop training course materials for assigned trades through a review of trade scopes of practice and classroom criteria and procedures
- Utilize knowledge of operational job performance requirements to facilitate possible barriers to student success
- Research and conduct analysis of relevant labour market and apprenticeship data for stakeholders and development of proposals for funding
- Project management experience with the knowledge and techniques to plan and conduct a number of program specific projects

### Administration

### 2. Leadership

#### Main Activities

- Assist in monitoring and modifying courses and materials as necessary to ensure they meet identified student needs and Ministry of Education standards
- Liaise and build relationships with Matawa First Nations and other stakeholders
- Advocate for students to ensure individual student academic needs are met
- Ensure assessments and evaluation support student academic growth and the development of effective learning skills and attitudes
- Recommend additional resources to support program development and success for all students
- Develop and enhance relationships with First Nation Education Authorities, parents/guardians and education counsellors

### 3. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The **TDO** must possess the following qualifications and key attributes:

- Extensive knowledge of the apprenticeship system combined with 3-5 years' Ontario Trades Certification and member in good standing with the College of Trades OR equivalent experience teaching the trades in a secondary school setting
- Knowledge of secondary school learning principles including program and training design, curriculum development and learning needs/style assessment
- Experience with instructional techniques and occupational analysis to design, develop and validate trades scopes of practice, training and curriculum standards
- Knowledge of Ontario Ministries, labour standards and legislation and other trade specific regulations and policies to provide information, analysis and legislation ensuring compliance in the development of training standards and assessments
- Experience teaching in a First Nation school and/or teaching First Nation students
- Knowledge of First Nation education
- Knowledge of First Nation cultures and life styles
- Knowledge and experience with computer systems (Apple preferred)

### **Skills**

The incumbent must demonstrate the following skills:

- Excellent written, verbal, interpersonal, presentation, and analytical skills
- Demonstrated instructional skills in a multi-grade setting
- An ability to explain difficult concepts in a way that any student will understand
- Demonstrated leadership skills and initiative
- A valid Ontario Driver's License

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of **TDO**. The incumbent must also demonstrate the following personal attributes:

- Demonstrated initiative in meeting the needs of students in the classroom
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators
- Willingness and ability to travel as required, to both road-accessible and fly-in communities in all weather conditions

## **WORKING CONDITIONS**

### **Physical Demands**

The **Trades Development Officer** may have to travel in the community and to Matawa First Nations in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. They may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The MLC may be a busy facility. The **TDO** may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of students and other staff members. The **TDO** may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The MLC may be noisy and busy, making it difficult for the **TDO** to concentrate.

### **Mental Demands**

The **TDO** will have to manage a number of requests and projects at one time. They must be aware of Matawa Education Department business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

**CERTIFICATION**

<hr/> <p>Employee Signature</p>	<hr/> <p>Supervisor's Title</p>
<hr/> <p>Printed Name                      Date</p>	<hr/> <p>Supervisor's Signature              Date</p>
<p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Chief Executive Officer's Signature              Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.