

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

## Student Achievement Officer

## **PURPOSE OF THE POSITION**

Reporting to the Education Manager, the Student Achievement Officer provides expertise, leadership and support to improve student literacy and numeracy achievement for the Matawa Learning Centre by designing, developing, and implementing Student Achievement Division initiatives (e.g. OFIP, SIM, SEF, SWST, FNMI-CI, CIL-M, etc.). The Student Achievement Officer works cooperatively with partners to build and provide information and clarification regarding Ministry of Education policies, programs, research, resources and strategies.

## **SCOPE**

As a member of the Matawa Learning Centre (MLC), the Student Achievement Officer provides professional direction and support to the MLC and in identifying and implementing strategies to improve literacy and numeracy achievement in the MLC. This will include development, implementation, and evaluation of initiatives, policies and procedures, as well as related professional development for staff at the MLC. The Student Achievement Officer will also assist in the development and implementation of strategies to support an effective school improvement plan.

The Student Achievement Officer will be a partner for reciprocal learning. The Student Achievement Officer will work cooperatively with partners to build and provide information and clarification regarding Ministry of Education policies, programs, research and strategies as applied to the growth and development of programming for the MLC. The Student Achievement Officer will stay up-to-date on current educational resources, policies and practices related to student success and First Nation education.

## **RESPONSIBILITIES**

1. Provide expertise, leadership and support in literacy and numeracy

### Main Activities

- Provide support to the MLC teachers in the areas of literacy and numeracy
- Liaise with Matawa schools and Education Authorities to support the design, development and implementation of strategies to support improved student achievement in literacy and numeracy at the MLC
- Liaise with other members of the Matawa FNSSP team to provide input into the literacy and numeracy activities supported at the MLC
- Assist with the preparation of reports and presentation materials for various audiences
- Provide internal program reporting and technical support as required
- Facilitate effective communication with other members of the Matawa staff, Matawa First Nation Education Authorities, government departments and agencies, and other external organizations

2. Support the development and implementation of effective strategies to support student success

### Main Activities

- Review current needs and initiatives related to student success at the MLC
- Coordinate training for MLC staff
- Identify appropriate resources, programs and strategies to support planning and implementation of student success strategies at the MLC
- Facilitate both face-to-face and virtual professional learning sessions

3. Support the effective use of data in school-based decision-making

### Main Activities

- Identify indicators and related data sources to identify indicators of student success
- Identify relevant research and practice that could have a positive impact on student success in the MLC

4. Liaise with external agencies and organizations

### Main Activities

- Build partnerships with universities, government departments, publishers, and external organizations to support student success in the MLC

- Develop and maintain effective relationships with Matawa First Nation schools and Education Authorities
- Participate in learning sessions organized by the Ministry of Education (e.g. student achievement division staff professional development meetings, SIM, K-12 Literacy and Numeracy)
- Participate in provincial System Implementation and Monitoring (SIM) sessions

5. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- A degree in Education, and 5 years' experience as an educator or administrator, or equivalent combination of education and experience in Ontario or First Nations Secondary school and board settings
- Current *Certificate of Qualification and Registration* and membership in good standing with the Ontario College of Teachers
- Knowledge and understanding of First Nation and Ontario education systems
- Have a deep understanding of content knowledge for teaching mathematics and have facilitated math-focused professional learning opportunities
- Have a deep understanding of effective literacy and language acquisition, including differentiated instruction and effective supports for English Language Learners and students with special needs
- Have experience implementing culturally responsive pedagogy, including a deep understanding of First Nations, Metis and Inuit histories, cultures and perspectives
- Have a deep knowledge of assessment for/as/of learning, pedagogical documentation, gap-closing and personalization strategies
- Have facilitated both face-to-face and virtual professional learning sessions
- Knowledge and understanding of current educational research and promising practices in support of knowledge mobilization
- Have thorough knowledge of education related government policies and current issues and trends impacting student achievement

### **Skills**

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills
- Practice reflective listening and questioning in a way that provokes thinking, engages partners in co-reflection and influences outcomes
- Interpersonal and leadership skills
- Highly effective time management, organization and coordination skills
- Excellent presentation, facilitation and relationship building skills
- Planning, implementation and monitoring of School and Board Improvement Plans for Student Achievement
- Ability to make connections that support coherence and alignment of school, board and Ministry priorities
- Ability to think strategically and anticipate complex, large-scale issues and implications to support the development of effective and practical solutions
- Valid Ontario driver's license

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of Student Achievement Officer. The incumbent must also demonstrate the following personal attributes:

- Demonstrated ability to work effectively with school staff, parents, administration, government and First Nation organizations
- Knowledge of Ojibway is an asset

## **WORKING CONDITIONS**

### **Physical Demands**

The Student Achievement Officer may have to travel throughout the community, and to Matawa communities, 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. The Student Achievement Officer 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 Student Achievement Officer 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 member First Nation leaders and members. The Student Achievement Officer 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 Student Achievement Officer may find the environment noisy and busy making it difficult to concentrate.

### **Mental Demands**

The Student Achievement Officer will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council 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/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

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.