

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Cooperative Education Teacher – Matawa Learning Centre

PURPOSE OF THE POSITION

Reporting to the Education Department Manager and the Matawa Learning Centre (MLC) Principal, the **Cooperative Education Teacher (CET)** will develop the MLC Cooperative Education Program, integrating workplace experience and expectations with the Ontario curriculum; develop partnerships with potential workplaces and organizations; conduct placement assessments, including developing student learning expectations and the creation of criteria for a Cooperative Education Placement Learning Plan specific to each student; select and prepare students for placement in a work environment and support student and workplace supervisor throughout the program.

The **CET** is a member in good standing with the Ontario College of Teachers, with qualifications in Cooperative Education, and has expertise or experience with First Nation, alternative and/or Cooperative Education. As a member of the MLC team, the **CET** supports students as they move toward the successful completion of their secondary education and continue on their pathways to work, training or post-secondary education programs. The **CET** provides instruction and student support in a variety of subject areas, and assists with the on-going development of courses and enrichment of curriculum to meet the needs of the MLC students.

SCOPE

As a highly skilled and motivated professional who possesses specialized knowledge and expertise, the **CET** utilizes their experience and expertise to ensure the MLC Cooperative Education courses and programming meet students various learning needs, while at the same time ensuring compliance with Ontario Ministry of Education requirements for provision of secondary school credits and graduation diplomas. The **CET** is responsible for the accurate and timely preparation and submission of student marks, report cards, Course Outlines, and Teacher's Daybook, as well as other data and reports as may be required by the Principal. In addition, the **CET** monitors the use of instructional and learning resources and identifies resources required for future courses.

The MLC is a dynamic school that continuously evolves to meet the academic needs of its students and other Matawa First Nation learners. The **CET** works effectively in a team setting, which may include other members of the Matawa Education Department, the Matawa Regional Advisory Committee on Education, parents and Matawa First Nations political leadership. In addition, the **CET** develops and maintains positive relationships with students, parents, student support workers, external organizations, agencies and businesses in creating and sustaining supports and programming for the MLC and its students.

RESPONSIBILITIES

1. Program Development and Delivery

Main Activities

- Develop and deliver Cooperative Education programs and related courses
- Utilize effective teaching strategies that support student learning and development
- Monitor and evaluate student performance and progress in the Cooperative Education program
- Provide on-going support and encouragement to students in their academic work and in their planning for post-secondary (i.e. college, university, trades, work)
- Identify academic levels and needs of students and, where necessary, develop remedial activities and resources to support student success
- Assist the Principal to identify areas of partnership with potential Cooperative Education mentors, organizations and businesses that will support students' goals and academic success
- Assist with recruitment and selection of students

2. Administration

Main Activities

- Maintain lesson plans, unit plans and long range plans, and provide related reporting as required
- Maintain daily attendance and other non-academic records as required
- In consultation with the Principal, prepare an annual classroom budget
- Monitor use of resources with administration to ensure adequate instructional resources are available
- Prepare student, workplace placement, and classroom needs assessments on an annual basis
- Prepare and implement a professional learning plan to support excellence in teaching
- Maintain student records as required by the Principal and Ministry of Education regulations
- Report student progress as required to the Principal, students, parents/guardians, and Education Counsellors
- Liaise and work with parents/guardians and Matawa Education Authorities to support students' academic success

3. Leadership

Main Activities

- Monitor and modify courses and materials as necessary to ensure they meet identified student needs

- Liaise and build relationships with Matawa First Nations, and with other alternative/secondary schools
- Advocate for students to ensure individual student academic needs are met
- Ensure assessment 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
- Liaise with other Matawa First Nation teachers through online Matawa Education professional learning communities and face-to-face conference workshops
- Develop and enhance relationships with First Nation Education Authorities, parents, and Education Counsellors (e.g., Visit students' home communities)

4. Other Duties

Main Activities

- Assist the Principal with the development of student recruitment materials, MLC resources and content for the Education Department website
- Other duties as may be assigned by the Education Manager or Principal

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

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

- Current *Certificate of Qualification and Registration* with the Ontario College of Teachers
- Additional qualifications in Cooperative Education preferred
- A minimum of 3 years successful teaching experience
- Experience as a secondary school teacher
- Experience teaching in a First Nation school and/or teaching First Nation students
- Knowledge and experience in developing courses and curriculum, and in utilizing Independent Learning Course materials
- Knowledge and experience in Cooperative Education programs
- 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
- A minimum of 3 years successful teaching experience
- Demonstrated leadership skills and initiative

- A valid Ontario Driver's License

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of **CET**. 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

WORKING CONDITIONS

Physical Demands

The **CET** will have to travel around Thunder Bay to monitor and support students in their placements and complete workplace assessments, and may have to travel 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. The **CET** 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 **CET** 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 **CET** 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 **CET** to concentrate.

Mental Demands

The **CET** may 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

<p>_____ Employee Signature</p> <p>_____ Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<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.