

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

## Job Description

## Education System Navigator

## **PURPOSE OF THE POSITION**

Reporting to the Executive Director of Education and Matawa Education and Care Centre Principal, the Education System Navigator (ESN) shall provide outreach to prospective and current students of the Matawa Education and Care Centre (MECC) by working cooperatively with communities and MECC staff to co-create supportive pathways for learners. The ESN is a key position that will require developing relationships with multiple stakeholders, including the Matawa community Education Authorities, parents, students and MECC staff. The ESN will enhance opportunities for authentic relationship building, and provide supportive services and communication to guide students in their educational pathway, which include course and program advising. The ESN will provide ongoing support to students as they move through their academic programs to completion. This position will provide students with the necessary supports tailored to fit the academic and social needs of the individual.

## **SCOPE**

The ESN will provide a range of information related to the MECC's programming and services, that enhance student access, and success and quality of learning experiences. The ESN will reach out to Matawa youth to promote and encourage access to education and develop individual supportive working plans. The ESN will build healthy relationships between youth and community to address youth's urgent needs and advocating on their behalf. The ESN will be a resource for students and their families, seeking to remove barriers related to access to educational, mental health and/or cultural resources. The ESN must possess knowledge of the provincial and federal education systems, while having the ability to see the bigger picture in wellness and education. In this position, the ESN must respond to changes as they occur at the local and system level.

Furthermore, as an integral member of the MECC, the ESN shall support students transitioning into or out of, alternative education programs, detention centers, or entering main stream education programs. Throughout this process, the ESN will build healthy relationships with the youth, community and school resources. The ESN will collaborate with the MECC learning community and students to provide opportunities to share and promote educational programming.

The ESN will attend meetings, conferences and professional development seminars in order to remain current in educational trends and develop an understanding of current policies and practices. Information learned at these meetings will enable the ESN to respond to educational changes as they occur at the local and system level. The ESN will act as a resource for students and their families, by collaborating and networking with other First Nation organizations, provincial ministries, the federal government, and other professional agencies and organizations across the education system.

The ESN will be subjected to highly confidential material in relation to the MECC, student

information, assessment results etc. The ESN shall conduct themselves in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations policies and procedures.

## **RESPONSIBILITIES**

### 1. Main Activities

- Become familiar with the MECC's educational philosophy and programming
- Maintain a thorough understanding of the provincial and federal education systems
- Provide guidance to students that will enhance their access, success and quality of learning
- Develop healthy and sustained professional relationships with MECC administration, teaching staff, mental health workers, Elders, students, education counsellors, Matawa First Nation communities, and applicable agencies and government organizations for the purpose of connecting with learners, sharing experiences, and promoting education and life-long learning
- Passionately advocate on behalf of the students
- Collaborate, participate and initiate with community partners, events, celebrations and ceremonies that promote education and success of students
- Provide internal reporting as required with the preparation of reports and presentation materials for various audiences
- Provide education navigation, including assistance with registration and preparation for post-secondary education where necessary
- Organize and facilitate program information sessions pertaining to post-secondary and job search workshops for small groups
- Work with students to develop both short and long-term education and career plans
- Build and maintain relationships with teachers and students to stay aware and current regarding student progress and offer student support
- Connect students to additional resources and provide supportive services

### 2. Support school administration with regard to student success

- Recommend relevant educational pedagogy and modifications to current school success models based on research and best practices that could have a positive impact on the effectiveness and success of the MECC

### 3. Network with external agencies and organizations

- Network with the MECC and applicable agencies/organizations to support the ongoing development and implementation of student success planning as well as recommending wellness programs for the school

- Maintain and continue building relationships, both formal and informal, with universities, government departments, detention centers, publishers, and external organizations to support the development of effective school success planning in the MECC

4. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- A Bachelor's Degree in Education coupled with five (5) years experience or equivalent combination of relevant education and experience
- Current registration with the Ontario College of Teachers (OCT) and successful experience as a school teacher, preferably in a First Nation school
- Understanding and experience working with regional Indigenous communities and awareness of local cultural protocol
- Lived knowledge of the kinds of experiences students bring to the Matawa Learning Centre, including understanding of history and awareness of 'walking in two worlds'
- Knowledge and understanding of First Nation and Ontario education systems
- Ability to develop and sustain healthy relationships with various individuals and groups
- Experience and understanding of school success strategies and intervention models to support student success and learning at elementary and secondary levels
- Demonstrated ability to respond to the developmental needs of students
- Demonstrated ability to be an advocate, problem-solving barriers to students
- Ability to maintain a high level of confidentiality
- Knowledge of Ojibway, Oji-Cree or Cree is an asset

### **Skills**

The incumbent must demonstrate the following skills:

- Exceptional verbal and written communication skills including working effectively with students, staff, faculty, Elders, First Nation communities, parents/guardians and other applicable organizations
- Excellent oral communication skills
- Demonstrated interpersonal and leadership skills
- Valid Ontario driver's license

### **Personal Attributes**

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

- Must be able to perform work duties with minimal supervision
- Must be willing to travel as required
- Must provide a current Criminal Record Check and tuberculosis skin test
- Must be a current member in good standing with the Ontario College of Teachers

### **WORKING CONDITIONS**

#### **Physical Demands**

The ESN may have to travel throughout the community 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 ESN may have to spend long hours sitting and using office equipment, computers and attending meetings.

#### **Environmental Conditions**

The Matawa Education Department may be a busy work environment. The ESN may have to manage a number of projects at one time, and may be interrupted frequently. They 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 eyestrain and occasional headaches.

#### **Mental Demands**

The ESN will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities 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.