

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Education Partnership Program (EPP) Liaison

PURPOSE OF THE POSITION

Reporting to the Executive Director of the Education Department, the Education Partnerships Program (EPP) Liaison undertakes assigned activities in support of the EPP Joint Implementation Plan that are designed to improve the scope and quality of education programs and services available to Matawa First Nations students attending provincially funded schools. This position is critical to the successful completion of EPP educational initiatives and for maintaining effective liaison with First Nations and assigned Provincial District School Boards (DSBs) and their respective schools.

SCOPE

Within the Educational Partnerships Program (EPP) Structural Readiness initiative, the EPP Liaison assists the Executive Director and PASS Administrator to develop and implement strategies to support the implementation of the Matawa Regional Education Strategic Plan, organizational development of the Matawa Education Department, and other initiatives.

The EPP Liaison is an integral member of the EPP team. This position is expected to effectively represent the EPP Partnership that includes Matawa First Nations Management, Nishnawbe Aski Nation, the Ontario Ministry of Education and Indian and Northern Affairs Canada at the DSB, school and First Nation levels. Much of the work to be undertaken by this position requires development of effective local partnership initiatives at the school levels and as such, this position is well-suited to a candidate who has very effective interpersonal skills and who can function effectively as part of a team.

The EPP Liaison provides technical assistance and expertise to create working documents, such as business, communication and strategic plans, and to assist with planning and facilitating focus groups and other consultation activities related to the EPP. In addition, the EPP Liaison provides logistical support for meetings, conferences and other gatherings. The EPP Liaison also assists in the development and distribution of communication and promotional materials, including conference and meeting materials, related to the EPP.

RESPONSIBILITIES/DUTIES

- Establish positive and direct relationship with assigned DSBs and schools within those DSBs that enrol Matawa First Nations students;
- Recommend to Board schools appropriate resources and teaching materials which will improve the cultural relevancy of school programs and where required, help ensure approval for use of such materials in Board schools;
- Help plan appropriate Professional Development activities for teachers of First Nation students in Board schools;
- Assist with the implementation of specific EPP activities at the Board school level;

- Foster positive relationships between First Nation schools and Board schools including by promoting effective and ongoing communication between them;
- Plan, implement, and evaluate specific transition activities to ensure the smooth integration of First Nation students in Board schools including by ensuring First Nations school transition processes are aligned with their receiving Board schools;
- Promote and help plan cultural events in Board schools;
- Help ensure that First Nation and Board schools are aware of the EPP program, its activities and opportunities;
- Encourage and facilitate the involvement of First Nation students in Board school sports and extra-curricular programs;
- Maintain ongoing contact with the EPP Steering Committee;
- Prepare regular progress reports for the Education Partnership table;
- Participate as requested in EPP Lead Meetings and in the Education Partnership Table meetings;
- Deliver presentations at Partnership Table Meetings, teacher conferences, workshops and symposia as requested;
- Help ensure that current tuition agreements are in place with assigned Boards and make appropriate recommendations for effective implementation of these agreements;
- Help ensure alignment between EPP activities and Board FNMI (Aboriginal Education Strategy) funding and activities;
- Maintain effective relationships with NAN Education and education leadership in Matawa First Nations;
- Provide updates and facilitate information sessions as required to various audiences;
- Assist with the development of communication and implementation strategies related to Matawa First Nations EPP initiatives;
- Perform other related duties as required and identified by the Education Manager.

KNOWLEDGE, SKILLS AND ATTRIBUTES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- A degree in Education or Administration, and 5 years experience as an education administrator, or equivalent combination of education and experience;
- Experience in education leadership at the school or board/district level;
- Knowledge and understanding of First Nation and Ontario education systems;
- Knowledge of current issues, challenges and delivery models related to First Nation education;
- Confidentiality requirements within an office environment;

- Use of social media (eg. Facebook) and online platforms for business communication and collaboration;
- Knowledge of Ojibway, Cree or Oji-Cree is considered an asset.

Skills

The incumbent must demonstrate the following skills:

- Facilitation of meetings and focus groups;
- Presentation skills, including oral presentations and use of media (eg. PowerPoint, Prezi);
- Effective communication skills, both written and oral;
- Excellent organizational skills;
- Note taking skills;
- Excellent interpersonal skills;
- Conflict resolution skills;
- A valid driver's license.

Personal Attributes

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

- Ability to work with minimal supervision;
- Organized and able to multi-task;
- Punctual with excellent time management skills;
- Ability to travel extensively to remote/isolate communities;
- Ability to work well with people from a variety of different backgrounds (students, the general public, school staff, education staff and management).

WORKING CONDITIONS

Physical Demands

The EPP Liaison may have to travel 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 EPP Liaison 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 facility. The EPP Liaison may have to manage a number of tasks at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders or members. The EPP Liaison 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 Education Department may be noisy and busy making it difficult at times for the EPP Liaison to concentrate.

Mental Demands

The EPP Liaison will have to manage a number of requests and tasks 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

Employee Signature

Printed Name Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Executive Director'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.