

MATAWA FIRST NATIONS MANAGEMENT



Matawa
EDUCATION & CARE CENTRE

Job Description

Distance Education Coordinator

PURPOSE OF THE POSITION

Reporting to the Executive Director of Education, Principal and Vice Principal the Distance Education Coordinator will work closely with the Matawa Education and Care Centre (MECC) faculty, staff and students in order to deliver educational programming to students who are not able to attend school on site at the MECC in Thunder Bay. The Distance Education Coordinator is a key position that will require developing relationships with multiple stakeholders, including the Matawa community Education Authorities, parents, students and MECC staff.

SCOPE

As a member of the Matawa Education Department's MECC the Distance Education Coordinator will provide a range of information related to the MECC's distance education programming and services, that enhance student access, and success and quality of learning experiences. The Distance Education Coordinator will reach out to Matawa youth to promote and encourage access to education and develop individual supportive working plans.

The Distance Education Coordinator 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 Distance Education Coordinator will provide ongoing support to students as they move through their academic programs to completion. The distance education program will include students who are in remote Matawa communities and include students who reside in Thunder Bay but cannot attend because of mental health issues like severe social anxiety.

Where possible, education programs must be culturally relevant with curricula designed, developed and delivered for and to Indigenous people. Regardless of the delivery method chosen, the education must include aspects of Indigenous language, culture, history, values, heritage and spiritual beliefs.

The Distance Education Coordinator will be subjected to highly confidential material in relation to Matawa Schools, student information, assessment results etc. The Distance Education Coordinator all conduct themselves in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations policies and procedures.

The Distance Education Coordinator will continue to stay up-to-date on current research and best practices related to instruction and school success in order to support improved student and school performance. This will include on-going networking with other First Nation organizations, provincial ministries, the federal government, and other outside professional agencies and organizations.

RESPONSIBILITIES

1. Program Development and Delivery

Main Activities

- Assist with the development and delivery of identified programs and courses;
- Utilize effective teaching strategies that support student learning and development;
- Monitor and evaluate student performance and progress;
- 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 daily lesson plans, unit plans and long-range plans, and provide related reporting 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 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 regulation;
- Report student progress as required to the Principal, students, parents/guardians, and Education Counsellors;
- Monitor and implement rewards and/or disciplinary action to support excellence in student performance and behavior;
- 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;
- Liaise with Lakehead University's Department of Aboriginal Education and, when feasible, mentor Matawa pre-service candidates in the B.Ed. and/or H.B. Ed. Programs;
- 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
- 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, Learning Centre resources and content for the Education Department website;
- Other duties as may be assigned by the Education Manager.

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 three (3) years successful teaching experience with experience as a secondary school teacher
- Current *Certification of Qualification and Registration* with the Ontario College of Teachers
- Experience teaching in a First Nation school and/or teaching First Nation students
- Knowledge and experience in developing courses and curriculum, and in utilizing ILC course materials
- Knowledge of First Nation education
- Knowledge of First Nation cultures and life styles
- Knowledge and understanding of First Nation and Ontario education systems
- Extensive knowledge and experience with computer systems (Apple preferred) and instructional technologies

- Demonstrated ability to work effectively with school staff, parents, administration, government and First Nation organizations
- Knowledge of Ojibway is an asset
- Willingness and ability to travel as required, to all Matawa communities (road access and fly-in)

Skills

The incumbent must demonstrate the following skills:

- Excellent oral and written 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 Distance Education Coordinator. 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 Vulnerable Sector 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 Distance Education Coordinator 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 Distance Education Coordinator may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Distance Education Coordinator may have to manage a number of projects at one time, and may be interrupted frequently. The Distance Education Coordinator 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 Distance Education Coordinator 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/> 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.