

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Community Education Navigator

PURPOSE OF THE POSITION

Reporting to the Matawa Education Executive Director the Community Education Navigator will support the Pathways to Achieve Student Success (PASS) department and Matawa First Nation schools in facilitating engagement activities and sharing of information related to education.

SCOPE

The Community Education Navigator liaises with local school's principal(s) to facilitate activities that engage parents and community members in the education system, including parental involvement groups. This position will work towards formalizing parental and community engagement policies and processes that allow parental participation for the purpose of guiding decisions made at the school level, and that keep the community informed of decisions and changes to education programs and policies.

The Community Education Navigator will be subjected to highly confidential material in relation to Matawa schools, student information, assessment results, etc. The Community Education Navigator 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.

The Community Education Navigator will continue to stay up to date on related instruction for improved student and school performance. This will include on-going networking with other First Nation organizations, external provincial and national organizations, and other outside professional organizations and agencies.

RESPONSIBILITIES

1. Parent & Community Engagement

Main Activities

- Facilitate activities and meetings related to engagement of parents and community members in education matters;
- Facilitate activities and meetings related to the formalization of parental and community involvement groups;
- Assist with the preparation of presentation materials for various audiences, and;
- Prepare, and/or assist in preparing, reports as directed.

2. Communications

Main Activities

- Communicate on a regular basis with the First Nations Education Director and school principal, regarding parent and community engagement with the school;
- Organize and maintain paper and electronic filing systems;
- Assist in the development and implementation of a communication plan to support the engagement of the community regarding education as required;
- Organize the development and distribution of the PASS quarterly Newsletter and promotional materials; and
- Prepare correspondence and memoranda, and assist in the preparation and distribution of reports as required.

3. **Meeting Support**

Main Activities

- Assist in the planning and execution of the Matawa Education Conference;
- Assist with the development of agendas and coordination of meetings related to parental and community engagement;
- Record, transcribe and/or prepare and copy minutes of meetings as directed.

4. **Perform other related duties as required.**

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge & Skills

The incumbent must have proficient knowledge and/or skills in the following areas:

- Computer literate in the use of a variety of office software, preferably in an Apple environment;
- File management systems, both paper and electronic;
- Confidentiality requirements within an office environment;
- Use of social media (e.g. Facebook) and online platforms for business communication and collaboration;
- Coordination or facilitation of meetings and focus groups;
- Presentation skills, including oral presentations and use of media (e.g. PowerPoint, Prezi);
- Effective communication skills, both written and oral;
- Excellent organizational skills;
- Note taking skills;
- Excellent interpersonal skills;
- Conflict resolution skills;
- Knowledge of Ojibway or Oji-Cree is an asset;
- A valid driver's license would be considered an asset.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Community Education Navigator. 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 as needed;
- 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 Community Education Navigator may have to travel for meetings 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 Community Education Navigator may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The working environment may be in a busy location. The Community Education Navigator may have to manage a number of tasks at one time, and they may be interrupted frequently to meet the needs and requests of community education leaders or members. The Community Education Navigator 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 working environment may be noisy and busy making it difficult at times for the Community Education Navigator to concentrate.

Mental Demands

The Community Education Navigator may have to manage a number of requests and tasks at one time. They must be aware of education matters 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.