

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Curriculum Development Officer

PURPOSE OF THE POSITION

Reporting to the Executive Director, the Principal and the Vice Principal, the Curriculum Development Officer will design and develop curriculum content, materials, training modules, teaching aids and will manage all aspects of curriculum development programs to include, but not limited to: technical skills, use of technology, transition planning, and redesigning current curriculum documents to reflect Indigenous experience and culture.

SCOPE

The Curriculum Development Officer (CDO) will support the staff and students at the Matawa Education and Care Centre (MECC) through the development, redesign and implementation of culturally appropriate curricula and experiential learning opportunities. The CDO will provide assistance to potential MECC students by developing transition plans that will support a student's transition from an outside facility (e.g. youth detention centre or a treatment facility) into the MECC program. Creating a student-centred transition plan that actively supports the academic and social needs of the student will assist with retention and provide necessary one-on-one guidance for new Matawa Education and Care Centre students.

The Curriculum Development Officer (CDO) will develop policies and procedures, strategies and supports for a home instruction program provided by the Matawa Education and Care Centre. The home instruction 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.

This position will involve the development and redesign of current Ministry of Education curriculum to readily reflect Indigenous ways of life. The CDO will be instrumental in working with existing partners like the Critical Thinking Consortium, to assist in the redesign of current curriculum material and content to communicate Indigenous perspectives and experiences. The CDO will consult with Matawa members, parents, students, Elders and Cultural Workers in the redesign of courses to include a collective community voice in course expectations. The CDO will work with MECC Elders and MECC Cultural Workers to develop Native Language curriculum that is reflective of Matawa communities.

The Curriculum Development Officer will support the implementation of the Grade 8 Reach Ahead credit available in Matawa community schools. The Curriculum Development Officer will communicate course expectations to key people in the community school (Principal, Teacher) and compile pertinent course data for Ministry of Education reporting purposes.

The Curriculum Development Officer will continue to stay up-to-date on current research and best practices related to student and school success in order to support improved performance and knowledge of applicable strategies. This will include on-going networking with other First Nation organizations, provincial ministries, the federal government, and other outside professional agencies and organizations where applicable.

The Curriculum Development Officer will be subjected to highly confidential material in relation to the MECC, and student information. The Curriculum Development Officer 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. Develop and implement curriculum that is reflective of Indigenous content and experience.

Main Activities:

- Participate in the redesign of existing curriculum,
- Conduct research and consult with Matawa community members, students and MLC staff in the design and development of new curriculum,
- Coordinate the review/assessment of current curriculum to ensure that course/program is meeting intended objectives and requirements,
- Assess and evaluate the implementation of new curriculum initiatives and to adjust/revise based on those findings,
- Prepare instructional material for applicable MLC staff (teachers) for printing and develop necessary Course Outlines
- Develop and maintain a research database that may be utilized to develop and review curriculum
- Travel to Matawa First Nation community schools as required

2. Support new MECC students by assisting in the development and maintenance of transition plans.

Main Activities:

- Assist in the design and implementation of student transition plans
- Assist in the tracking, reporting and participation in the assessment of all transition activities, including attendance and program outcomes
- Collaborate with all other team members, including teachers, administration, school advisors, counsellors, social workers, parents and boarding home parents
- Attend transition meetings with school staff, parents, students and other stakeholders
- Assist with the education and training of students, parents, school staff and community members on the transition process
- Establish relationships with students through modeling, mentoring, advocating and one-on-one meetings

3. Support school administration with regard to student and staff success.

Main Activities:

- Recommend programs or training to support the development of education pedagogy for staff of the Matawa Learning Centre
- Diligently record data applicable to the implementation of new curriculum expectations
- Identify and review existing partnerships and programs
- Develop new partnerships to address student needs
- Provide curriculum support and teaching strategies to MECC staff
- Maintain confidential

4. Network with external agencies and organizations

Main Activities

- Maintain and continue building relationships, both formal and informal, with the local Ministry of Education office, applicable government departments, and external organizations to support the development of curriculum and student success planning in the MECC
- Maintain and continue building effective relationships with the MLC and Education Authorities

5. Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Current *Certification of Qualification and Registration* with the Ontario College of Teachers
- Knowledge and understanding of First Nation and Ontario education systems
- Knowledge of the Ministry of Education curriculum documents
- Knowledge of curriculum development writing
- 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
- Ability to maintain a high level of confidentiality
- Knowledge of Ojibway is an asset
- Willingness and ability to travel as required, to all Matawa communities (road access and fly-in)
- Willingness and ability to travel as required to attend applicable training, professional development, workshops and conferences.

Skills

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills
- Experience as a secondary school teacher
- Knowledge and experience in developing courses and curriculum
- Knowledge of Independent Learning Course content and delivery
- Demonstrated interpersonal and leadership skills
- Valid Ontario Driver's License

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of a Curriculum Development Officer. 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
- Excellent interpersonal and communication skills
- Demonstrated ability to work effectively with parents, students, co-workers and administrators

WORKING CONDITIONS

Physical Demands

The Matawa Education and Care Centre Curriculum Development Officer may have to travel throughout the Matawa communities in a variety of weather conditions. 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 Curriculum Development Officer may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The building may be a busy facility. The Curriculum Development Officer may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of students and Matawa staff members. The Curriculum Development Officer 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 Curriculum Development Officer will have to manage a number of requests and projects at one time. They must be aware of Matawa Education Department 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

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.