

MATAWA FIRST NATIONS MANAGEMENT



Matawa
EDUCATION & CARE CENTRE

Job Description

Trades Specialist Matawa Education and Care Centre

PURPOSE OF THE POSITION

Reporting to the Matawa Education Executive Director and the Matawa Education and Care Centre (MECC) Principal, the Trades Specialist will assist in the planning, design, and implementation of a secondary school trades program. As an expert in the trades, including trades industry certification, the Trades Specialist will provide at times support on trade viability, training design, and certification. This also includes guiding, developing, and providing training solutions, teaching in a secondary school setting, and managing learning resources.

SCOPE

The Trades Specialist will be required to have sector recognized certifications in Trade with a Red Seal endorsement. As a part of this development process, the Trades Specialist will gather occupational and trade related content, facilitate and participate in trades training related committees and meetings in support of standard design and development. The position will further provide consultative advice and act as the liaison between the MECC and industry experts, government agencies, and training institutions.

The Trades Specialist will have knowledge of apprenticeship programs and youth employment strategies.

The Trades Specialist will continue to stay up to date on current trades trends and best practices related to student success, which may include networking with First Nation organizations, local school boards and other external professional agencies and organizations.

The Trades Specialist will be subjected to confidential material in relation to the MECC, including student information and assessment results, etc. The Trades Specialist shall conduct themselves in a highly professional manner and adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations Management policies and procedures and the Ontario College of Teachers' Professional Standards.

RESPONSIBILITIES

Program Development and Delivery

Main Activities:

- Develop and deliver trades programs and courses that are relevant to the students of the MECC
- Stay current on the latest trade-related trends, certification, and employment standards
- Utilize effective teaching strategies that support student learning and development
- Design an effective classroom learning environment, develop training course materials for assigned trades through a review of trade scopes of practice and classroom criteria and procedures
- Ensure all reasonable safety requirements are available and functioning properly and are used by the students
- Provide on-going support and encouragement to students in their academic work and in planning for post-secondary (i.e.: college, trades, work)
- Assist school administration to identify areas of partnerships with potential cooperative education mentors, organizations and businesses that will support students' goals and academic success.

Administration

Main Activities:

- Assist in monitoring and modifying courses and materials as necessary to ensure they meet identified student needs and Ministry of Education standards
- Maintain daily lesson plans, unit plans and long-range plans, and provide related reporting periods
- Maintain daily attendance and other non-academic records as required
- Monitor use of resources with administration to ensure adequate instructional resources are available
- Ensure assessments and evaluation support student academic growth and the development of effective learning skills and attitudes
- Report on student progress as required to the school administration, students, and parents/guardians
- Monitor and implement rewards and/or disciplinary action to support excellence in student performance and behavior
- Prepare reports as required by program funders
- Support transitions in trades offered at the MECC (e.g., prepare costs for equipment, materials, and resources needed to set up an appropriate learning space for a specific trade; identify safety needs, etc.)

Leadership

Main Activities:

- Monitor and modify courses and materials as necessary to ensure they meet identified student needs
- Advocate for students to ensure individual academic growth and the development of effective learning skills and attitudes
- Recommend additional resources to support program development and success for all students

Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of First Nation education
- Knowledge of First Nation cultures and lifestyles
- Fluency in Ojibwe, Oji-Cree or Cree are considered an asset
- Knowledge and experience with computer systems (Apple preferred) and instructional technologies (e.g., interactive whiteboards, Google Apps for Education, Virtual Learning Environment)

Skills

The incumbent must demonstrate the following skills:

- Qualifications as a Journeyman trades person with Red Seal endorsement
- Experience as an instructor in a First Nation school and/or teaching First Nation students
- Knowledge and experience in developing courses and curriculum, and in utilizing course materials.
- Demonstrated instructional skills in a secondary school setting
- Excellent written, verbal, interpersonal, presentation, and analytical skills
- Ability to explain difficult concepts in a way that any student will understand
- Obtain a clear Vulnerable Sector/Criminal Reference Check
- A valid Ontario Driver's License

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Trades Specialist.

The incumbent also demonstrates the following personal attributes:

- Current *Certificate in a Trade with Journeyman Qualifications*
- Excellent interpersonal and communication skills
- Demonstrated ability to collaborate effectively with parents, students, co-workers, and administrators
- Willingness and ability to travel as required, to both road-accessible and fly-in communities

WORKING CONDITIONS

Physical Demands

The Matawa Education and Care Centre Trades Specialist may have to travel throughout the 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 Trades Specialist may have to spend additional hours sitting and using office equipment, computers, and attending meetings.

Environmental Conditions

The building may be a busy facility. The Trades Specialist may have to manage a number of students and projects at one time, and they may be interrupted frequently to meet the needs and requests of students and Matawa staff members. The Trades Specialist may find the environment to be busy or noisy and will need excellent organizational and time and stress management skills to complete the required tasks. The Trades Specialist will be required to use various tools and equipment safely, demonstrate the safe use of tools and equipment to students, including the use of personal protective equipment (PPE), and supervise students with varying levels of experience and skill in using the tools, equipment, and PPE.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches. The MECC may be noisy and busy making it difficult for the Trades Specialist to concentrate.

Mental Demands

The Trades Specialist will have to manage a number of requests and projects at one time. They must be aware of Education Department business in the community 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	_____ Supervisor's Title
Printed Name Date I certify that I have read and understand the responsibilities assigned to this position.	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.