MATAWA FIRST NATIONS MANAGEMENT

Matawa
EDUCATION & CARE CENTRE

Job Description

Special Education Coordinator

QMS No.: FIN-HR-TEM 065 **Dept.:** Finance/Admin. **Rev No/Date:** **Issue Date**: **Approved**

PURPOSE OF THE POSITION

Under the direction and supervision of the Executive Director of Education, Matawa Education and Care Centre (MECC) Principal and Vice Principal, the Special Education Coordinator is responsible for supporting the development and implementation of special education programming for students and staff at the MECC. As a member of the (MECC) team, the Special Education Coordinator will assist school administration in ensuring students with learning challenges and special needs are provided with appropriate instruction and support in order to promote their educational well-being.

SCOPE

The MECC Special Education Coordinator will be part of the MECC team. The MECC Special Education Coordinator shall develop and implement a strategic plan that will facilitate the provision of special education services to students and students at-risk, which is specified by best practice protocols and guidelines. This may include working with parents, Boarding Parents, Student Boarding Home Counsellors, and other service provider agencies.

The MECC Special Education Coordinator provides support and technical assistance to school administration, mental health workers, and teachers in the areas of curriculum development, instructional techniques, behaviour management, and effective educational practices.

The MECC Special Education Coordinator will be subjected to highly confidential material in relation to the MECC, student information, assessments, etc. The MECC Special Education Coordinator shall conduct him/herself in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations Policies and Procedures and MECC Policy and Guidelines.

The MECC Special Education Coordinator will work with school administration and teachers on effective, researched based instruction and data collection. The MECC Special Education Coordinator will provide professional development for school staff to directly enhance performance and improve student learning, assist with the planning, organization and presentation of school wide professional development.

The MECC is a dynamic school which continuously evolves to meet the academic needs of its students and other Matawa First Nations learners. The Special Education Coordinator will take a supporting role in the development of our special education program.

RESPONSIBILITIES

1 Develop and implement effective Special Education Programs for the MECC.

Main Activities:

- Assists the MECC administration in establishing an appropriate special education program;
- Identify, implement, and coach Special Education Resource Teachers, Teachers, and Education Assistants on effective research-based instructional techniques for students with special needs;
- Identify existing partnerships, develop any new partnerships to address student needs;
- Develop and create strategies, policies, protocols and programs to support and enhance the special education program;
- Coordinate programs, resources for various services, and work with the service providers;
- Assists with program planning for and assessment of students with diverse learning needs;
- Participates in the Identification, Placement and Review Committee process, as required (supports decision making concerning new identifications and special class placements); and
- Travel to Matawa First Nations communities as required.

2. Provide services to MECC students with special needs.

Main Activities:

- Facilitates transitions for students with special needs;
- Collaborate with MECC administration and staff when planning and conducting programs;
- Maintain confidential student reports and assessments;
- Coordinates outside agency involvement;
- Gathers and disseminates information pertaining to students with special needs at the school and when applicable, their home communities;
- Support school staff with assessments of student strengths and needs to identify goals, programming and material prep for students with special needs in various class placements;
- Assesses student progress results through observations, IEP and data collection; and
- Facilitates program development and progress for students and provides program recommendations to support students' academic development.

3. Leadership

Main Activities:

- Develop and enhance relationships with Matawa First Nation Education Authorities, parents and Education Counsellors;
- Advocate for student to ensure individual student needs are met;
- Liaise and develop partnerships with community services that support students;

- Professional Development and Training for MECC Education Staff, Education Counsellors and Education Authorities;
- Visit Matawa First Nation communities in times of crisis; and
- Capacity building for student programming.

4. Administrative

   Main Activities:
   - Maintain records and provide summary reports of special education program (e.g. workshops hosted or facilitated, number of students accessing services, types of services accessed, etc.);
   - Study, update, and maintain student records and progress according to MECC and Ministry of Education Policies and Regulations;
   - Monitor student academic progress and provide supports as needed;
   - Liaise and facilitate to ensure academic testing of students is complete, and needs are addressed through programming, and appropriate supports are in place for students;
   - Complete or facilitate educational assessments and tests for students;
   - Assist Special Education Resource Teachers, Teachers and Education Assistants in supporting diverse learning needs of students;
   - Assist the MECC administration with the development and implementation of the special education program;
   - Complete annual workplan and updates; and
   - Complete other reports as required.

5. Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Current *Certificate of Qualification and* Registration with the Ontario College of Teachers, with specialist qualifications in Special Education;
- Special Education for Administrators Qualification Program (SEAQP) or Master's Degree in Education is considered an asset
- Minimum of 5 years successful teaching experience;
- Experience with, and understanding of, special education programs and models to support student success and academic needs;
- Understanding of First Nation and Ontario education systems;
- Understanding of issues faced by First Nation youth;
- Experience in strategic planning and development in special education programming for First Nation students;
- First Nation Cultures and lifestyles;
- Knowledge and experience with computer systems (Apple preferred); and

- Fluency in Ojibway or Oji-Cree is considered an asset.

Skills

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills;
- Ability to maintain confidential student case notes and files;
- Interpersonal and leadership skills;
- Ability to manage a comprehensive special education program and evaluate the effectiveness of the program;
- Ability to facilitate presentations for training, workshops and group activities;
- Ability to maintain friendly public relations and partnerships;
- Ability to deal with stress and effectively manage time;
- Ability to take initiatives and decisions for the betterment of students;
- Strong critical thinking skills; and
- Ability to multi-task.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of MECC Special Education Coordinator. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision;
- Must be willing and able to travel as required, to both road-accessible and fly-in communities in all weather conditions;
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators;
- Must provide a current Criminal Record Check/Vulnerable Sector and tuberculosis skin test;
- Must be able to work on call as required; and
- Possess a valid driver's license

WORKING CONDITIONS

Physical Demands

The MECC Special 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 MECC Special Education Coordinator may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The MECC may be a busy facility. The MECC Special Education Coordinator may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The MECC Special 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 MECC Special Education Coordinator will have to manage a number of requests and projects at one time. They must be aware of all Matawa 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

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.