

# Uchucklesaht Tribe Government

## Job Description

<b>Title</b>	<b>Education Coordinator</b>
<b>Classification</b>	
<b>Reports to</b>	Director of Human Services
<b>Budget Authority</b>	
<b>Number of direct reports</b>	

### Position Summary

The Education Coordinator works with students of all ages to achieve their long-term educational goals.

The Education Coordinator provides direct engagement, support and services to students in pre-school, elementary, secondary and postsecondary school, as well as coordinating employment training for members.

The Education Coordinator is responsible for Annual Education Program budget, which includes funding for the Local Education Agreement, guidance and counselling services for elementary and secondary school students.

### Key Accountabilities

The Education Coordinator key accountabilities are:

- Develops and maintains relationships with schools, institutions, agencies and services related to school aged children and adult students.
- Administers the K-12 and Post-Secondary funding support programs (following NTC Post-Secondary Policy).
- Identifies trades and vocational training opportunities.
- Liaises with schools, students and families to offer appropriate assistance to meet students' goals.
- Administers budgets for administered education programs, and ensures financial reporting is accurate, complete and meets deadlines.

### Job Duties

- Ensuring the Local Education Agreement (LEA) is developed, maintained and actively adhered to.
- Overseeing and monitoring all Indigenous and Northern Affairs Canada programs that include the elementary, secondary, post secondary programs and trades and training.
- Liaising with external agencies, schools, institutions and local service providers in order to provide information and access programs for citizens.
- Developing and maintaining a database of Uchucklesaht students for the purpose of monitor progress, attendance and other relevant information.

- Applying for all relevant funding proposals in order to receive funding for training and educational needs for all Uchucklesaht students.
- Maintaining records and files for student information.
- Providing written and/or verbal reports as required or requested. Maintains records and ensure reporting is accurate, complete and meets deadlines.
- Providing guidance and supporting students/parents to understand the public education process (e.g., IEPs, Special Ed, rights of students/parents, etc.).
- Working with citizens to understand their motivations and assist them in planning for and achieving their educational and employment goals.
- Providing education/career counseling to citizens as required.
- Working with parents (by request) to improve educational outcomes for students.
- Providing support to students to ensure successful completion of post-secondary studies.
- Preparing post-secondary budget projections on an annual basis or as needed.
- Coordinating of budgets and financing for post-secondary students for supplies, tuition, books, living allowance and materials necessary for schooling.
- Administering the tribes' scholarship program.
- Planning, organizing, coordinating and implementing education programs and training courses for community members to augment employment skills.
- Planning and organizing educational recognition and ceremonies for students and families.
- Planning and coordinating any community events and activities along with other UFN departments and staff.
- Performs other related duties and tasks as required to meet the on-going needs of the organization.

### **Operational Requirements**

- Willingness and ability to work overtime when required.
- Some travel may be required.
- Ability to maintain confidentiality.
- Maintain a high level of professional appearance, accountability, demeanor and ethics.
- Work in a busy office environment with frequent interruptions.
- Successful background checks, including, vulnerable sector criminal record check, employment verification, reference checks, and education/credential verification.

### **Education and Experience Requirements**

- Post secondary education in the area of education, and/or equivalent experience.
- 3-5 years of related work experience, preferably in an aboriginal setting.
- Demonstrated achievements in an educational setting.
- Valid Driver's license.
- Knowledge of all relevant legislation related to education and ability to interpret and apply guidelines, policies and legislation.
- Knowledge of education system, policies and institutions.
- Ability to effectively plan, organize and implement education and/or community programs.

- Ability to take initiative and maintain tact and diplomacy.
- Excellent oral and written communication, interpersonal and organizational skills.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Demonstrated proficiency in Microsoft Office (Word, Excel, Outlook).
- Demonstrated ability to maintain a high standard of confidentiality.
- Knowledge of Uchucklesaht Tribes goals and aspirations.
- Knowledge of the unique challenges facing remote communities.
- Familiarity with First Nation organizations and the ability to function in a First Nations culture are important aspects.
- Demonstrated ability and experience in upholding the Uchucklesaht Tribes' organizational values.

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Education Coordinator

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Date

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Director of Human Services

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Date