

Mi'kmaq Confederacy of Prince Edward Island

Job Description

Transitions Coordinator

Position Overview

The Mi'kmaq Confederacy of Prince Edward Island Transitions Coordinator is responsible for creating, implementing, and monitoring school transition strategies for Indigenous students across the province of Prince Edward Island. This Education position has been created to support and maintain successful transitions for Indigenous youth as they make their way through a Band Operated and/or provincial school system. The transition from home to school, elementary school to junior high school, junior high school to senior high school, and finally, senior high school to post-secondary education (Holland College, U.P.E.I., etc.) can be very challenging and cause a lot of anxiety. It will be the Transitions Coordinator's responsibility to ensure each of these transitions proceed as smooth as possible, and thus, allow each Indigenous student to experience positive feelings about the changes that occur in his/her school life.

Reporting To

Education Director, Mi'kmaq Confederacy of PEI

Executive Director, Mi'kmaq Confederacy of PEI

Duties of MCPEI Transitions Coordinator

- The coordinator will be expected to meet regularly with students, parents, Band Operated/Public/Private Schools personnel to support academic success of Indigenous students;
- The coordinator will be responsible for identifying students being serviced within PEI public schools;
- Create and maintain a database containing information on each Indigenous student in the provincial school system;
- Research and remain current on new trends, issues, strategies with regards to school transitions and programming across the country;
- Create a comprehensive document for island schools outlining key aspects of Indigenous education (inclusion strategies, curricula strategies, etc.);
- Create and conduct professional development sessions for a variety of educational groups;
- Prepare reports and perform any related duties relevant to education or as assigned by either the Mi'kmaq Confederacy Director of Education or Executive Director;
- Review policies/practices of the PEI Dept. Of Education, Boards, schools (Band Operated/Public/Private) with recommendations as to how Indigenous students and parents may be better serviced;
- Develop a Joint Transition Protocol to address transitioning from Band Operated school to a public school or a private school system and vice versa;
- Implement a Parental Involvement Strategy to support and encourage involvement of parents of Indigenous students in the operation and administration of Band Operated/Public/Private schools.

Working Conditions

Physical, Mental, Visual

Minimal physical activity is required, however there may be extended periods of visual strain when doing computer related activities. The work environment should have moderate stress when dealing with the public, school officials, district offices, and work load. The position will be based in an office environment with periods of travel within the province.

Knowledge, Skills, and Abilities

- Ability to maintain discretion regarding confidentiality or disclosure of specific education related topics;
- Knowledge and understanding of First Nations cultures, organizations, and communities;
- Knowledge of local school boards and school division operations;
- Basic knowledge of First Nations governmental systems;
- Knowledge of educational needs affecting Indigenous peoples both locally and nationally;
- Ability to use email, Microsoft Word, Microsoft Excel, Microsoft Access, and other basic software packages;
- Strong interpersonal, communication and organizational skills;
- Ability to work well both independently and in a team environment;
- Knowledge of provincial curricula (Kindergarten through Grade 12);
- Comfortable working in a cross-cultural setting;
- Able to travel Island wide on a consistent basis.

Hours of Work

Hours of work will be in accordance to the standard hours of operation at the Mi'kmaq Confederacy of Prince Edward Island. A standard work week for this position is 37.5 hours unless otherwise stated in the employment contract.

Qualifications

- A Bachelor of Education from a recognized university with a minimum of three years of full-time equivalent teaching experience (preference to those specialized in Indigenous Education and with experience teaching across a wide selection of grade levels);
- Experience working with or demonstrated understanding of the educational needs of Indigenous peoples, both locally and nationally;
- Experience working with Indigenous youth on Prince Edward Island;
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community members, First Nation communities, and with outside agencies, partners and business associates;
- Applicant must be willing to provide a Vulnerable Sector Criminal Background Check, a valid driver's license, and have access to reliable transportation.

If all qualifications are equal, preference will be given to persons of Indigenous ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No interview or relocation costs will be provided. Salary to be determined based upon qualifications and experience. Resumes, along with three professional letters of reference, must be received prior to 4:30 p.m. on October 11, 2019 via Canada Post, Courier, or e-mail to the attention of:

Allan Gillis; Director of Education
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