



**EMPLOYMENT OPPORTUNITY – SPECIAL EDUCATION COORDINATOR**  
**ENOCH CREE KITASKINAW EDUCATION AUTHORITY LTD**  
**\*OPEN COMPETITION\***

**JOB PURPOSE:** The Special Education Coordinator is responsible for overseeing programs that provide educational assistance to children with mental, psychological, learning, behavioral or physical disabilities with the goal of implementing and delivering special education processes that are needed to enhance the growth of students with exceptional learning needs.

**SUMMARY OF JOB DUTIES:**

- Coordinating curricular resources.
- Developing budget proposals.
- Evaluating Special Education Programs.
- Implementing Alberta curriculum guidelines.
- Hiring new staff members.
- Training teaching and support staff.
- Facilitating and presenting information informal or informal meetings.
- Develop individualized education programs.
- Assessing and implementing educational technology in the classroom.
- Help teachers to build strong instructional skills and a deeper understanding of educational tools and technologies available to them.
- Manage conferences and workshops.
- Assess teacher performance and make suggestions for improvements.
- Assess student's performance to determine if the resources need to be changed or modified.
- Must be open and willing to attend training programs, workshops, information sessions and conferences available.

**REQUIREMENTS:**

- Must possess a valid driver's license and own a vehicle.
- Criminal and Intervention record clearance checks.
- Certified in standard First Aide with AED.
- High standards of ethics and confidentiality to handle sensitive information.
- Cree Language is an asset.

**EDUCATION AND EXPERIENCE:**

- Bachelor of Education, Master education is an asset.
- Advance certification in special education.
- Minimum of five years of experience as a classroom teacher.
- Proficient with Microsoft Office Software Programs, such as Microsoft Word, Excel, Power Point and MS Outlook to compile compliance of letters, memorandums, presentations, reports.
- Experience delivering programs that develop student success.



ENOCH CREE NATION  
HUMAN RESOURCE DEPARTMENT

BOX 29, ENOCH, ALBERTA, T7X 3Y3

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- Experience in a mentorship role, specifically working with teachers, support staff and students.

**WORKING CONDITIONS:**

- The Special Education Coordinator will be required to work from Monday to Friday, 8:00 am – 4:00 pm at Kitaskinaw School.
- Must adhere to all Kitaskinaw Education Authority Policy and Procedure, along with Enoch Cree Nation Policy and Procedure manual.

**Closing Date: June 22, 2018**

**Interview Date: June 25-27, 2018**

**Start Date: August 15-31, 2018**

*\*Please submit cover letters & resumes to **Human Resource Department**\**

*Email: [recruitment@enochnation.ca](mailto:recruitment@enochnation.ca)*

*Fax: **780.470.0463***

*Phone: **780.470.4505** Ext: **2221***

*\*ECN thanks all applicants for their interest in this opportunity. Only candidates considered for the position will be contacted for an interview\**