



EMPLOYMENT OPPORTUNITY – HIGH SCHOOL COORDINATOR
ENOCH CREE KITASKINAW EDUCATION AUTHORITY LTD.
OPEN COMPETITION

JOB PURPOSE: The High School Coordinator plays a key role in making the high school programs successful. They are responsible for the implementation of the programs and ensuring it is integrated into the practice of the school.

SUMMARY OF JOB DUTIES:

- The High School Coordinator is to help develop and implement the programs that will meet educational standards.
- Work in collaboration with the curriculum developers, principals, board of directors, and teachers in creating effective programs to enhance student learning and achievement.
- 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.
- Academic Coordinator must fulfill coaching and staff development duties.
- They will manage conferences and workshops.
- Monitor teachers' classrooms and review new programs and program materials.
- Assess teacher and student performance and make suggestions for improvements.
- Identify what aspects of the educational experience need to be addressed to ensure student success.
- Coordinating curricular resources.
- Developing budget proposals.
- Facilitating and present new information in a formal or informal setting to staff and students.

REQUIREMENTS:

- Must possess a driver's license and own a vehicle.
- Criminal and Intervention Clearance Checks.
- Certified in standards First Aid with AED.



- High level of professionalism.
- High standards of ethics and confidentiality to handle sensitive information.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in education an asset.
- Minimum of five years of experience as a classroom teacher.
- Some experience in an administrative or supervisory position.
- Proficient in Microsoft Office Software Programs, such as Microsoft Word, Excel, Power Point, and MS Outlook to compile compliance letters, memorandums, presentations and reports.
- Experience delivering programs that develop student success.
- Experience in a mentorship role, specifically working with staff and students.

WORKING CONDITIONS:

- The High School program coordinator will be required to work from Monday to Friday from 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 14, 2018

Interview Date: June 18-22, 2018

Start Date: August 15 – September 1, 2018

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

*Email: 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