



**ENOCH CREE NATION
HUMAN RESOURCE DEPARTMENT**



**EMPLOYMENT OPPORTUNITY – INCLUSIVE EDUCATION COORDINATOR
KITASKINAW EDUCATION AUTHORITY
*OPEN COMPETITION***

JOB PURPOSE:

The Inclusive Education Coordinator in a supportive role enhances the programming in Special Education secondary services. Working as part of a collaborative team, with commitment as their essential strength, the Coordinator is a valuable leader and is knowledgeable in the field of special education services, including those for Educational Psychology, Occupational Therapy, and Speech and Language. In addition, sharing of pertinent responsibilities with Education staff will further provide cohesiveness and smooth transitioning of school initiatives.

The Inclusive Education Coordinator is the contact person for the Principal, Day Care Director, and Head Start Coordinator in regards to on-going consultation. The Inclusive Education Coordinator will be responsible for providing pertinent background information, arranging for appropriate workspace, and liaising with parents. The Inclusive Education Coordinator will advise the Principal, day care Director and Head Start Coordinator, Youth Department Director of scheduling, pertinent procedures and meeting dates. The Inclusive Education Coordinator will be responsible for coordinating appropriate interventions for the child or adolescent in question.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- This position will require Bachelor of Education/ Master of Education degree with several years of classroom experience and willingness to pursue specializing in Special Education field.
- Alberta Professional Teachers' Certification or the ability to obtain such standing; Special Education Certification; and a minimum of five (5) years of teaching experience.
- Experience in working with First Nations' Schools & Communities.
- Willing to travel to the First Nation Communities; work within a team setting and independently.
- Knowledge and/or willingness to obtain training to support Student Services initiatives

WORKING CONDITIONS:

Required to work Monday to Friday, 8:00 am – 4:00 pm, at the Kitaskinaw Education Authority's campus' while adhering to the Enoch Cree Nation Human Resources Policy & Procedure Manual. May be required to work evenings and weekends.

Closing Date: Until successful candidate is selected

Interview Date: TBD

Start Date: TBD

Please submit cover letters & resumes to Human Resource Department

Email: paulina.kurzatkowski@kitaskinaw.com Fax: 780.470.0463

Phone: 780.470.4505 Ext: 2212

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