



Job Description/Posting

K-12 Education Advocate Posting

Department: Education Permanent, Full Time Position.

Qualifications

- **Grade 12 Dogwood Certificate**
- **Proficiency in speaking Carrier**
- **Excellent Communicator with**
 - **Strong reading, writing and speaking skills**
 - **Excellent IT skills in Word processing, Excel, and electronic communication such as Zoom, Microsoft teams, etc.**
- **Exceptional problem-solving strategies**
- **Energetic and motivated to perform the responsibilities of this position**
- **Excellent record keeping and filing**

Accountability

This person reports to and works under the direction of the Education Director of the Ulkatcho First Nation. The successful individual will work with the Education Director in order to identify work assignments, priorities and delivery dates.

Hours

The hours for this position are set to an average of 7.5 hours per day to a maximum of 75 hours per two weeks pay period from September through June 30 of each year. The K-12 Education Advocate will be paid on an hourly wage and must keep his/her hours on the Ulkatcho Staff timesheet and give it to the Education Director to on the Friday before the regular payroll dates.

Duties:

Reporting to the Education Director, the Education Advocate is responsible for performing the following aspects of this position.

- Complete the Nominal Roll application required by ISC prior to September 30th of each year.
- Organized recording, filing of all documents, associated with the position, in independent files as per each UFN student.
- Organized recording, filing of all documents under clear identifiable labelled files all documentation pertaining to the position of K-12 Education Advocate.

- Advocate for all students regarding educational issues such as course and program selection, time tables and scheduling, school adjustments, attendance problems and study skills.
- Prompt and encourage all students to stay in school.
- Maintain update files regarding all grade K-12 students.
- Solicit and screen boarding parents.
- Assist qualifying students with approved Home Placements.
- Conduct Home and Boarding Home visitations when necessary and with prior notification.
- Schedule interviews and advocate with students, parents and all other education partners as needed.
- Assist with school registration and orientation with emphasis on Grade 10 to 12 students.
- Implement supports (student allowance, room and board, school supplies, transportation, extra curricular fees, etc.) for grade K-12
- Conduct virtual and in person school visitation for all students in School Districts that UFN students are attending when necessary.
- Advocate with Band Office Staff as needed regarding student needs.
- Attend meetings as required as directed by the Education Director.
- Some travel may be required.
- Support all Grade 12 students in getting prepared for their graduation ceremonies.
- Attend training workshops for counselling, anger management, special needs, FAS/FES, crisis, etc. as required.
- Be a support to the administration for Nagwuntl'oo School.
- Other duties as assigned

Other Information needed

- Valid Driver's License
- Access to and use of personal vehicle for purpose of travel.
- Clear Vulnerable Criminal Record Check
- Cover Letter
- Resume
- 3 References

Submit your Cover Letter and Resume to:

- (i) Ulkatcho First Nation Band Office by personal delivery to the receptionist, or to the Office Manager
- (ii) Email your documents to the UFN Director of Education at educationdirector@ulkatcho.ca