



Job Opportunity

K-12 Education Liaison Posting

Description:

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 to identify work assignments, priorities, and delivery dates.

Duties:

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

- Develop a reporting spread sheet for each student the Liaison works with; outlining the issues in a clear and concise manner, with time frames, individuals involved, suggested solutions, and follow up plans.
- Prepare a briefly note to the educational director for approval prior to booking appointments with School Divisions, legal guardians, and students.
- 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 contact with each UFN student and their legal guardian. This includes all contact whether by telephone, e-mail, or postal mail and in person conversations.
- 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, timetables 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 when required.
- Assist qualifying students with approved Home Placements.
- Conduct Home and Boarding Home visitations when necessary and with prior notification and approval from Education Director.
- Schedule interviews and advocate with students, parents and all other education partners as needed using virtual platforms where possible.
- 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 in accordance with the K-12 policy handbook.
- Conduct virtual and in person school visitation for all students in School Districts that UFN students are attending, when necessary, with prior approval of Education Director.
- 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 with prior approval.

- 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

Qualifications

- Grade 12 Dogwood Certificate
- Previous employment in a Pre-school-grade 12 environment.
- 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
- Valid Driver's License
- Access to and use of personal vehicle for purpose of travel.

Interview Process:

- Only shortlisted candidates will be contacted for an interview.
- Two step interviews (Interview & written assignment)
- Vulnerable Criminal Record Check
- Work/Personal Reference Check

Application Deadline: This position is for internal applications for the first week and then external applications.

Open until filled

How to Apply: Please email your resume and cover letter to hr@ulkatcho.ca.

Please include "K-12 Education Liaison" in the subject line. Or drop off at the reception counter at the band office.