



Kluane First Nation

Title Education Support Coordinator	Department Wellness & Education
Reports to Wellness & Education Director	Classification Permanent Full-Time
Supervisory Responsibility n/a	Wage Classification L4 – Coordinators/Officers
	Approval Date October 2017 (update July 2021)

Summary

Reporting to the Wellness & Education Director this position will be responsible for supporting the education of Kluane First Nation (KFN) citizens from kindergarten through to Grade 12, Post-Secondary Education, the ISETS program and Adult Education.

This is a hands-on position that will be responsible for advocating for students and ensuring cultural components are included throughout the school experience. The will administer Kluane First Nation Post-Secondary education funding and provide support for all adult education through referrals or other required support.

Core Competencies

- Communication
- Time Management
- Adaptability/Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgement
- Planning and Organizing
- Problem Solving
- Accountability and Dependability
- Application of Policies, Regulations
- Encouragement of Continual Learning
- Computer Skills (Outlook, Excel, Word)

Job Duties

1. Responsible for supporting the education and training of KFN citizens by::
 - Maintaining a registry and case file for all KFN children and adult students, including a record of all communications and documentation of all services offered and delivered as part of the Education Support Program



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- Assisting parents, guardians and students with transactions, Daycare and Preschool to Kindergarten, Kindergarten to Public School, Public to Secondary School and Secondary to Post-Secondary (including transfer of case file to HR Capacity as appropriate)
 - Researching, planning, coordinating and/or delivering cultural, after school and summer programming for school aged children and liaison team planning with Kluane Lake School, KFN recreation staff, and Daycare staff
 - Ensuring that all YG, KFN and other legislation, regulation and policy is adhered to as it relates to public and secondary school aged children
 - Advocating for KFN children in order to ensure they have an optimal educational experience as they progress through school, assessing and/or referring students for assessment and/or other services as needed
 - Liaising with other First Nation Education Support Workers and KFN contracted service providers, example Champagne and Aishihik FNs to ensure services are delivered to children in Whitehorse and other communities within the Yukon
 - Encouraging and rewarding success by planning and coordinating celebrations of achievement for KFN students throughout their public and post-secondary school experience
 - Administration of financial programs provided by KFN to public school aged citizens
 - Administration of the Kluane FN Post-Secondary Program
 - Attendance as directed at regional representative meetings, example FNEC and PACFNI
 - Assist and encourage KFN citizens to be aware of all educational opportunities including post-Secondary and apprenticeship and to achieve fully their career and educational goals
- 2. Enhances programming available to school aged children by:**
- Researching and preparing funding proposals
 - Liaising with Educational Support staff in other First Nations, Yukon Government and other organizations to share program ideas, consult on solutions to challenges and to establish partnerships
 - Coordinating and delivering after school programming
- 3. Maintain good communication with parents, staff and community by:**
- Communicating verbally or in writing with parents on a regular basis about their child's experiences and informing them about regular and special events



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- Providing parents with support and information, in relation to educational concerns and available resources
- Encourage parental involvement
- Continually participating as a member of a team with other staff
- Attending and participating in regular staff meetings for the purpose of program discussion, planning, staff communication and relations, individual child development assessment and general business
- keeping all information pertaining to the children, families and schools confidential

Education & Experience

- Completion of Secondary School or equivalent, with coursework in education, administration, recreation or another related field
- Experience working in a coordinating role
- An equivalent combination of education and experience will be considered

Essential Skills

- Ability to research, plan, coordinate and implement programs and activities to meet identified goals and objectives
- Ability to work in a team environment
- Ability to understand, teach, guide and relate to children
- Ability to work with minimal supervision
- Excellent written and verbal communication skills
- Ability to resolve conflicts and deal tactfully with others
- Strong Organizational skills

Knowledge

- Knowledge of KFN's history culture, demographics, goals, and aspirations
- Awareness of social issues affecting First Nations and non-First Nations children
- Knowledge of recreational, social and life skills programming and activities relevant to First Nations and small northern communities
- Knowledge of broad range of educational theory, technique and application.



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Certificates/Licenses/Conditions of Employment

- First Aid Certificate would be an asset
- Valid Class 5 driver's license or willingness to obtain with up-to-date driver's abstract
- Criminal Records Check

Work Conditions

- This position requires daily work with children, youth, and adults interested in pursuing their career goals through training and education, as well as working professionally with individuals in other organizations
- Works in a normal office environment as well as in educational settings.
- Manual dexterity required to use desktop computer and peripherals
- Some overtime is required
- Regular travel within Burwash Landing and Destruction Bay, occasional travel within Yukon for meetings and educational events

The incumbent, HR Manager and Chief and Council, agree to periodically review this job description and, if necessary, amend the duties and responsibilities herewith.

Human Resources Manager: I, _____, have reviewed the duties and responsibilities herewith assigned to this position.

Signature

Date

Incumbent: I, _____, have read the forgoing duties and responsibilities and understand that they are general description of the duties and responsibilities herewith assigned to this position.

Signature

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