

**MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION**  
**OPEN**  
**JOB ANNOUNCEMENT**  
**EDUCATION ADVISOR**

**POSITION:** Education Advisor

**POSTING DATE:** August 12/2021

**ANTICIPATED START DATE:** As Soon As Possible

**REPORTS TO:** Health and Social Services Manager

**HOURS OF WORK:** Monday to Thursday – 8:30 a.m. to 4:30 p.m.; Friday 8:30 a.m. to 1:00 p.m.  
Occasional evening and/or weekend work may be required to meet operational needs.

Reporting to the Health and Social Services Manager, the Education Advisor is responsible for the implementation and evaluation of all Mississaugas of Scugog Island First Nation (MSIFN) education programs and policies from early learning through to post-secondary education. The position promotes and coordinates educational supports and resources that will assist in the elimination of barriers preventing academic success and advocate for the education needs of the MSIFN community. The Education Advisor will work closely with students of all ages in proactively offering coaching and counseling to achieve educational pursuits and assist with facilitation of access to all levels of education. In doing so, the Education Advisor will also provide research support and any applicable assistance to MSIFN students in pursuing any applicable or specialized employment readiness training as may be required upon their graduation from an education program.

**DUTIES:**

**Planning and Management**

- Work collaboratively with MSIFN Council, Management, the MSIFN Education Committee, and MSIFN community in the development and implementation of education policies and procedures for MSIFN
- Facilitate the development of MSIFN Education Policy and Procedures, including revisions to current policies and procedures and to the Terms of Reference for the MSIFN Education Committee as required
- Ensure that the Education Policy and Procedures and the revisions to the Terms of Reference for the MSIFN Education Committee align with the MSIFN Strategic Plan
- In consultation with senior management, ensure that MSIFN education policy and procedures, as well as revisions to the Terms of Reference for the MSIFN Education Committee align with existing MSIFN policies
- Liaise with outside governments and other organizations regarding education initiatives and events and assume responsibility for any associated planning duties which may arise
- Provide advanced requests to Council regarding the extent of their potential involvement in such education initiatives or events and seek Council approval for same
- Work collaboratively with other MSIFN departments to coordinate activities, develop action plans related to education strategic goals and initiatives
- Work with education partners, including provincial school boards, post-secondary institutions, Kinooaadzwin Education Body, Ministry of Education and Community Partners (DBCFS, Carea Community Health Center) to advocate for education needs of MSIFN students
- Manage, and monitor Education Service Agreements with local school boards and private schools and negotiate agreements where required in consultation with the MSIFN Council and MSIFN Education Committee
- Engage in curriculum review and evaluation for public and secondary educational institutions and liaise with the Durham Board of Education and other public authorities, as required

- Manage Indigenous Service Canada's Post-Secondary Student Assistance Program and assume responsibility for all reporting requirements
- Manage the MSIFN Education Assistance Program and assume responsibility for reporting to MSIFN Council, the First Nation Manager, Health and Social Services Manager and the MSIFN Education Committee
- Assume responsibility over the organization and presentation of an Annual Education Report to the MSIFN Council and the MSIFN Education Committee (upon request)
- Advocate on behalf of MSIFN students in areas of education at the local, provincial, and federal levels
- Provide secretariate support for the MSIFN Education Committee and seek approvals as required
- Represent MSIFN on the Ogemawahj Tribal Council (OTC) Education Advisory Committee
- Prepare reporting on committees of which the Education Advisor forms a part, and, to describe the duties and levels of commitment that are required for each committee post or membership
- In consultation with the Health & Social Services Manager, develop and achieve measurable objectives associated with annual work plans
- Prepare annual Education budgets for approval by MSIFN Council
- Ensure financial management of Education is in accordance with approved policies and procedures
- Perform follow-up reporting of funding for various programs that fall under Education
- Prepare proposals, work plans, community initiatives and budgets for education initiatives
- Solicit external funding and scholarship options for students that may require financial support, outside of MSIFN Education Assistance Program
- Plan and implement events recognizing the academic achievements of community from preschool to post-secondary levels
- Respond to MSIFN students/parents with tact, good judgement and patience for education related concerns or support required
- Implement ways to engage with community in upgrading education qualifications and providing opportunities through in-school or out-of-school programs
- Work collaboratively with Employment & Economic Development Officer in promoting MSIFN's Summer Employment Program and other related education and employment initiatives
- Ensure appropriate Individual Education Plan's (IEP) are in place for required students that includes students learning expectation and outlining how the school will address expectations through appropriate accommodations
- Work collaboratively with partners in creating culturally safe spaces within education institutions where MSIFN students can access support mechanisms that will promote well-being, engagement and achievement

### **Research**

- Identify new sources of funding support that will allow MSIFN to implement additional program and services for students
- Research available local education programs/institutions for individuals with special needs or learning disabilities
- Assist students with ascertaining their educational goals towards their research & enrolment in courses pertaining to their applicable fields of interest
- Prepare briefing notes or research findings as may be required with recommendations for decision-making to Health and Social Services Manager and MSIFN Council (or as requested)
- Research and develop short/long term forecasts of education needs and impacts to MSIFN budget and report as required
- Identify and implement alternative learning programs that will support academic performance of MSIFN students (i.e. peer assisted learning, traditional teaching curriculum, virtual learning)

### **Administration**

- Plan and administer budgets for projects, programs, support services, and equipment
- Prepare and submit quarterly program report to Health and Social Services Manager and MSIFN Council
- Receive, administer, and maintain all post-secondary funding applications, acting as a liaison between the MSIFN, the post-secondary institution, and the student, in matters of registration and sponsorship
- Administer and maintain all post-secondary funding allocations, assuming responsibility for all finance processes for student tuition, book fees, and monthly education living allowances
- Prepare and ensure that monthly cheque requisitions are submitted to MSIFN finance department for processing
- Intervention in individual academic activity with possible probationary outcome; assist students in maintaining suitable academic workload
- Provide advice and counseling on education and careers

- Proactively coach, counsel, assist, and monitor students with setting academic program goals
- Partner with the MSIFN Employment and Economic Development Officer on identifying employment opportunities, employment trends, and organizing career fairs, and employment & training initiatives
- Plan and deliver relevant skill building workshops that will support students achieving their academic goals
- Participate in community affairs to enhance and support MSIFN Education Programs.
- Counsel MSIFN students on personal, social, or education issues upon request
- Receive and recommend Special Requests for Education Outreach for MSIFN Education Committee; process requests
- Provide outreach services for students at their educational facilities, as needed.
- Maintain education, student, accounting and other records which are required by MSIFN policy
- Develop and maintain a student database for MSIFN which logs all levels of students and programming categories for MSIFN members and community members who access the MSIFN Education Assistance Program

### **Related and other duties**

Special projects, assigned tasks and additional regular duties as required by your manager or, other accountabilities as may be required through involvement with initiatives outside of the MSIFN organization.

**PAY RATE: \$36.72/hour (E1) or \$66,830.50/year based on a 35 hour work week**

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Concurrent Education or Equivalent
- Minimum 5 years related work experience and 10 years total work experience
- Minimum 2 years related work experience with Indigenous organization or community
- Demonstrated experience with post-Secondary institutions

### **Specialization required:**

- Valid driver's license and \$1M liability insurance
- Vulnerable Sector Search (VSS) and CPIC acceptable to position upon conditional offer
- Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics
- Knowledge of legislation governing First Nations
- Knowledge of financial budgeting processes
- Computer skills: word processing, spreadsheet, email, internet
- Knowledge of Ontario Education Act, Employment & Training guidelines (Apprenticeship programs)
- Knowledge of Privacy legislation
- Understanding of and skills related to student and adult learning
- Staff/public relations skills
- Negotiating skills, post-secondary system, administering education
- Knowledge of all levels of education including public and private system
- Effective facilitation skills
- Ability to collaborate and maintain positive partnerships with relevant stakeholders
- Excellent interpersonal skills
- Strong analytical skills to identify problems and recommend and implement solutions
- Conflict resolution skills to defuse situations and take appropriate action
- Demonstrated ability to maintain confidentiality
- Excellent verbal and written communication skills
- Strong organizational skills to prioritize tasks, self-initiate and work independently
- Ability to be flexible and adaptable in a growing First Nation
- Strong understanding of First Nation communities and governance structures
- Experience and knowledge of the issues and history of First Nations education at local, regional and national levels
- Respect for the importance of First Nation knowledge, language and culture
- Must be willing to work flexible hours including weekends, evenings and holidays as required

**Considered an asset:**

- Education counselling, policy development skills, public administration experience, graduate study in a related field, teaching license.

**TO APPLY:**

Applications must be submitted online via our website:

[www.scugogfirstnation.com](http://www.scugogfirstnation.com)

Or through the direct link:

<https://MississaugasScugogIslandFirstNation.scouterecruit.net/jobs/EA>

Complete an application online and include resume and cover letter.

**DEADLINE:**

**Will remain open till filled**

**QUESTIONS:**

Merridy Curtis, Administrative Assistant to HR Manager

Phone: 905-985-3337 Ext. 242

Fax: 289-312-4647

[mcurtis@scugogfirstnation.com](mailto:mcurtis@scugogfirstnation.com)

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants who were previously employed by MSIFN. Applicants must meet the minimum qualifications identified to be considered for an interview. Only those applicants selected for an interview will be contacted.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Aboriginal" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

**"An Equal Opportunity Employer"**