

LITERACY FACILITATOR

Based in Thompson, Manitoba

Northern Allowance Provided

Authority

The Literacy Facilitator works under the supervisory function of the Assistant Director of Programs.

Purpose

The Literacy Facilitator functions as a member of the identified Service Delivery Team and is responsible for providing Literacy support to First Nations schools. The Literacy Facilitator is also responsible for assisting in the development of supplementary curriculum materials and resource materials that are relevant to First Nations students. The Literacy Facilitator supports delivery of innovative programming to improve quality and standards for students in First Nations schools.

Specific Responsibilities

- Provides support to school administrators, teachers and teams involved in the implementation of literacy programming;
- Conducts school visits to create awareness of effective teaching strategies and techniques;
- Assists First Nations schools in developing community-based Literacy plans and related curriculum initiatives;
- Assists in delivering information workshops to all education stakeholders;
- Prepares appropriate presentation materials and packages for use in community informational workshops;
- Identifies local training requirements for implementing literacy programs;
- Develops strategies for increasing performance in Literacy;
- Encourages First Nations to utilize classroom appropriate assessment methods to establish benchmarks for instructional and reporting purposes;
- Provide professional development and ongoing support to teachers on the use of the various tools for establishing student achievement levels and programming needs;
- Plans, develops and collaboratively provides support to First Nations school staff with other team members using an integrated curricular approach;
- Advises First Nations school personnel on the purchase of supplementary curriculum materials, resource materials and programs;

- Prepares and submits monthly activity reports and annual work plans, and other reports as required;
- Ensures that the community education development philosophy is part of the approach utilized in the planning, development, delivery and evaluation of all initiatives;
- Participates in special assignments, Literacy initiatives, and projects as assigned/required;
- Manages an independent work environment;
- Works collaboratively with the Service Delivery team.

Qualifications

Education & Experience

- Minimum Bachelor of Education Degree specializing in Literacy with a valid teaching certificate;
- Fluency in a First Nations language is considered an asset;
- Minimum of five years of teaching experience at the elementary and/or senior high levels;
- Experience with the implementation of the Manitoba curriculum frameworks and strategies, particularly for Literacy;
- Demonstrated expertise in curriculum design, development, implementation and evaluation;
- Experience working with First Nations in the field of education;
- Knowledge of Manitoba First Nations education development and reforms and socioeconomic conditions of First Nation communities;
- Excellent interpersonal and cross cultural skills to work in a First Nations environment;
- Familiarity and hands on experience with technology to deliver and facilitate professional development for schools;
- Knowledgeable in the area of assessment and evaluation such as formative and summative, experience in facilitating classroom based assessments and tools, provincial standards tests, reporting and documenting measures in grading;
- Excellent oral and written communication skills in technical and plain language writing;
- Computer literate and proficient;
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Ability to communicate effectively with professionals;
- Possess a valid Class 5 Drivers License;
- Flexible to travel to First Nations schools throughout northern Manitoba;
- Strong time management and organizational skills and the ability to work under pressure;
- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Professional behaviors that personify strong work ethics;
- Appreciation and respect for First Nations education reform strategies;

- Adhere to MFNERC policies and administrative procedures with specific attention to attendance and professional ethics.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

THE DEADLINE FOR APPLICATIONS IS: OPEN UNTIL FILLED

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to First Nations people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com