

Kwanlin Dün First Nation

A.	<u>Position Title:</u>	Learning Support Coordinator (Level 7)
	<u>Department:</u>	Education and Social Development
	<u>Supervisor:</u>	Manager of Education
	<u>Date:</u>	October 2022

B. **Job Summary:**

The Kwanlin Dün Education and Social Development Department is committed to supporting citizens and their families in the pursuit of establishing a good quality of life. Program services and delivery are rooted in the values, beliefs and traditions preserved and passed down through generations of the people of KDFN. Every citizen is given the opportunity to expand their education and to discover and develop their strengths in order to reach their full potential and be confident, culturally skilled, lifelong learners.

Reporting to the Manager of Education, the Learning Support Coordinator will be responsible for the design, promotion and oversight of learning support services for youth within KDFN. The scope of work will include evidence-based practice research; program development, implementation and assessment; student programming consultations; and the management of both individual and group tutoring sessions. As the lead numeracy and literacy specialist, the Learning Support Coordinator will also carry a caseload for the provision of direct services as required.

A client-centered, team approach is central to quality service delivery and to the establishment and implementation of departmental mandates, as set out in the KDFN Strategic Plan.

C. **Main Duties:**

1. Provide evidence-based, culturally appropriate programming to ensure KDFN youth have the opportunity to fully develop the foundational skills needed to become confident readers and learners;
2. Oversee the day-to-day operations of KDFN's tutoring program and academic support services by collaboratively determining the academic supports needed for students, develop corresponding learning outcomes and create academic support and tutoring services for KDFN students;
3. Develop, facilitate and promote professional development around literacy, speech, language and numeracy for a range of audiences including tutors, KDFN staff and families;
4. Support students in acquiring literacy and numeracy skills;
5. Support students in the acquisition of self-management, organization, meta-cognitive and critical thinking skills;
6. Recruit, interview, mentor, and supervise tutors to lead tutoring sessions, serve as supplemental instruction leaders, and provide academic support to the targeted population;
7. Utilize data and evidence-based research to develop learning outcomes, student programs, and assessment measures;
8. Develop and coordinate engaging activities to promote academic support services for the targeted KDFN population by networking with internal and external support services;
9. Identify transitional needs of youth and collaborate with Early Learning and Adult Education staff to best meet those needs;
10. Engage students of varying abilities and interests in learning, and provide an environment that enhances their interests and achievements;
11. Monitor student progress and make program amendments as needed for student success;
12. Provide statistical reports that may be used to illustrate trends and substantiate funding

- allocations for learning support services;
13. Proactively support parents and teachers in enhancing their students' strengths and the development of skills;
 14. Assist with developing proposals; overseeing the implementation and reporting on various agreements and make recommendations to the Manager for improvements specific to the Learning Support Program;
 15. Evaluate and report on programming services and initiatives. This includes:
 - Preparing summaries, briefing notes and reports as required;
 - Compiling and maintaining monthly, quarterly and annual service statistics and demographics, and trends related to the program;
 - Leading project evaluations and contributing to other documents as is required.
 16. Assists with budget management for the Learning Support Program; ensure fiscal responsibility through the budget approved departmental processes;
 17. Maintain comprehensive program files and records by utilizing relevant databases and systems, and ensure documentation, use, storage, and reporting of activities is in compliance with KDFN information management practices;
 18. Participate in departmental strategic plans, work plans, budgets, assist work teams, and attend professional development workshops as required;
 19. Adhere to and enforce KDFN policies and procedures in the delivery of services within the position mandate;
 20. Perform other related activities and duties as required within the position's mandate and expertise.

D. Education and Experience:

- Bachelor's Degree in Education, or related field, or a combination of related education and work experience;
- Experience teaching, tutoring or working with Yukon First Nation youth;
- Strong working knowledge of language/literacy and numeracy skill supports, interventions and types of instruction;
- Experience in budget management, staff supervision and supporting the delivery of projects and initiatives;
- Experience monitoring and reporting on activities funded from various sources; solid writing skills are required;
- Strong working knowledge of Microsoft Office (Excel, Word, Power Point) and various databases, search engines and outlook/email;
- Knowledge of Kwanlin Dün's history, culture, demographics, goals, aspirations and the community's history with formalized education systems, residential school and on-going inter-generational effects is a requirement of the position.

An equivalent combination of education, employment, administration, or similar will be equally considered.

Management Skills:

- Ability to work with minimal direction and supervision;
- Ability to assume responsibility, prioritize and meet deadlines;
- Ability to set directions for others and evaluate progress;
- Ability to accommodate or adapt job duties and expectations to the strengths of the positions supervised.
- Financial management skills including developing and following a budget;

Interpersonal Skills:

- Passionate in the support of First Nation youth and learning;
- A team leader;
- Solid written communication skills including the ability to create letters, reports and files;
- Excellent oral communication skills;
- Ability to foster and maintain mutual respect and trust;

- Ability to establish cooperative working relationships;
- Ability to maintain confidentiality and professionalism at all times;
- Conflict resolution and problem-solving abilities;
- Respectful and able to work effectively with people from various disciplines and cultures.

Knowledge, Skills, & Abilities:

- Cross cultural sensitivity, awareness and understanding;
- Enthusiasm, patience, sense of humor, and self-control;
- Demonstrate initiative and good work ethic;
- Strong organizational skills;
- Strong problem-solving and decision-making skills;
- Effective time management skills;
- Ability to work with a wide variety of ages and demographic groups;
- Ability to enforce safety regulations and emergency procedures;
- Ability to work collaboratively as part of a team and network effectively within KDFN and with outside agencies and governments.

E. Key Personal Contacts and Nature of Contacts:

<u>Contact</u>	<u>Nature of Contact</u>
Manager of Education	To receive direction, exchange information, problem solve, provide briefings, recommendations, strategic planning, reports, assist with budgets & assist with writing proposals.
KDFN Tutors	To provide leadership, direction and supervision as well as support, exchange information, receive recommendations on programming, provide updates, and plan collaboratively. Evaluate performance.
Departmental Managers	Collaborate and share in provision of quality transitional support programs.
Departmental Staff	To exchange and share information, support and collaborate in developing opportunities in youth and family programming.
Interdepartmental Staff (KDFN)	To collaborate, exchange information, develop programs and supports, assist with coordinating learning support programming.
KDFN community	To communicate information, exchange information, seek feedback, and provide programming, services and support.
School staff, Educators	Collaborate, share information, support youth programming.

F. Direction/Decision Making:

Direction will be provided by the Manager of Education. The position will have decision-making authority and supervisory responsibilities, especially with tutors and contractors. The incumbent is expected to work independently, in a timely manner to set deadlines, manage individual and group programming, oversee a budget, and to meet established goals and objectives outlined by the Manager of Education.

G. Impact and Accountability:

The intended impact of the work of this position is to ensure youth have the foundational skills needed to become skilled students, readers and lifelong, confident learners. This position is accountable to the Manager of Education within the parameters of KDFN policy, strategic plan, departmental budget and work plans.

The impact of this position is significant for the individual and the community as a whole. This position has the capacity to greatly impact the learning outcomes and success of KDFN's citizens to become confident, life-long learners with literacy and numeracy skills that will provide a foundation for future learning.

This position is held accountable for the quality, relevance and delivery of a Learning Support Program, along with the provision of a welcoming, culturally appropriate environment within the Kenädän Kù - House of Learning.

H. Positions Supervised:

Directly: Tutor(s)

Indirectly: Event staff
Students & Trainees as assigned
Occasional contractors as assigned

I. Working Conditions:

Spiritual:

- The position may interact with individuals of different values, beliefs and experiences.

Physical:

- This position is primarily located in a regular office setting within Kenädän Kù - House of Learning. Periods of time spent at the Nàkwät'à Kù Potlatch House, in the community, or at other departments/agencies within the city of Whitehorse.
- This position requires physical fitness and well-being, with involvement in activities that may be indoor or outdoor in a variety of weather conditions.
- The incumbent may need to spend time sitting using office equipment and may have to transport, lift, and carry equipment and supplies.

Mental:

- The position is self-directed, relying on the incumbent's creativity and initiative.

Emotional:

- The position may be required to deal with community members who are at risk from time to time.

J. Conditions of Employment:

Mandatory confidentiality is a condition of employment for all staff. Failure to comply will result in dismissal. Employees are expected to follow all KDFN legislation, policies, guidelines and the funders required guidelines in a harmonious and cooperative manner, creating a team approach in their duties for KDFN's future success. This position also requires the following:

- Completion of an acceptable pre-employment criminal records check with vulnerable sector clearance;
- Valid Class 5 driver's license, personal vehicle and driver's abstract (class 4 or willingness to obtain is an asset);
- Proof of COVID-19 vaccinations as deemed by KDFN;
- First Aid & CPR-C (an asset).

Job Requirements:

- Willingness to work flexible work hours including some evenings and weekends
- Occasional travel locally to attend meetings or activities within the City of Whitehorse

K. Position Approval:

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. It has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

The job description accurately reflects the current job duties. Please note that the job duties are subject to change based on organizational needs.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p>
_____ Signature:	_____ Signature:
_____ Date	_____ Date

<p><u>Manager, Human Resources:</u> (Comments)</p>	<p><u>Executive Director:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p>
_____ Signature:	_____ Signature:
_____ Date	_____ Date