



# Lac La Ronge Indian Band

## EMPLOYMENT OPPORTUNITY

### OPEN COMPETITION

The Lac La Ronge Indian Band – Education Department is now accepting applications for the following full time position based out of the La Ronge central office:

### COORDINATOR – SPECIAL EDUCATION

#### Duties include (but not limited to):

- Develop strategic performance metrics and targets that are consistent with LLRIB Education goals of maintaining academic standards.
- Evaluate Special Education teaching staff performance and provide feedback, coaching, and formal evaluations in collaboration with the Superintendent of Schools
- Provide informal feedback and coaching to staff on an ongoing basis
- In Collaboration with School Principals Implement programs to ensure the safety of students and eliminate issues relating to harassment, bullying, or discrimination.
- Ensure employees have clear goals and are aware of expectations
- Oversee needs assessments, goals, and formulated plans for student improvement, and follow up and provide feedback to staff members
- Conduct monthly reporting.
- In conjunction with Principals, oversee the issuing of standardized tests and inventories to ensure they are being conducted in accordance with published practices, professional standards, and provincial requirements on timely basis.
- Ensures that reports and information as may be requested by the Director of Education are submitted on timely basis.
- Ensure the maintenance of student records for the schools, including a system of financial accounts, personnel records, school population and scholastic records.
- Establish and maintain liaison with other school districts, Education Departments, colleges and universities, and the Ministry of Education.

#### Minimum Requirements

- A Bachelor of Education degree, with a focus/training in Special Education.
- Minimum of 5 years teaching experience, preferably in Special Education.
- Resource room experience.
- Strong elementary and/or secondary school administrator experience;
- Knowledge & understanding of school board policies, compliance regulations, appropriate legislation.
- Excellent verbal and written communication skills.
- Genuinely committed to helping children learn.
- A broad knowledge of child development and teaching methods.
- Cultural sensitivity.
- Ability to speak Cree language would be an asset.
- Excellent negotiation and mediation skills.
- Ability to recognize individual learning styles and the characteristics of learners.
- Strong working knowledge of Microsoft software, including Word, Excel, etc.

**Date of Posting: March 7<sup>th</sup>, 2018**

**Deadline for Applications: March 21<sup>st</sup>, 2018**

Submit cover letter and resume with **three (3) professional references** (excluding chief & councilors, or family members), one being your current or most recent supervisor, to the following:

Human Resource Office,  
Lac La Ronge Indian Band  
Box 480  
La Ronge, SK. S0J 1L0

Fax: (306) 425-2170  
E-mail: ([hrinfo@lrib.ca](mailto:hrinfo@lrib.ca))  
Or apply online at <https://lrib.bamboohr.co.uk/jobs/>

**\*\*Note: Your references MUST be people who you reported to and had direct supervisory authority over you. In the cover letter, please indicate permission to contact references\*\***

**For further information, please call Simon Bird, Director of Education at (306) 425-4938.**

*LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record and vulnerable sector record check. Please be advised applications received without the proper documentation shall not be considered. **Telephone interviews will not be granted.***