

PERSONNEL &  
STAFF DEVELOPMENT  
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# Lac La Ronge Indian Band

## EMPLOYMENT OPPORTUNITY

(This is a re-advertisement. Previous applicants do not need to re-apply.)

### OPEN COMPETITION

The Lac La Ronge Indian Band's (LLRIB) Education Department is seeking a highly skilled individual for the following **term position (August 23, 2018 – June 28, 2019)** based out of the LLRIB Central Education Office:

### Literacy and Numeracy Coordinator

Under the supervision of the Director of Education, LLRIB, the **Literacy and Numeracy Coordinator's** primary role is to work directly with teachers, helping them develop and incorporate language arts and math instruction in each individual school.

#### Requirements:

- Minimum Bachelor of Education Degree. Preference shall be given to Master's Degree holder.
- Minimum Professional "A" Teaching Certificate.
- 5 years minimum teaching experience in Literacy, and Numeracy.
- Knowledge of Cree language will be an asset.
- Valid Class 5 Drivers License.
- Must be able to provide a recent and satisfactory Driver's abstract, Criminal Record Check and Vulnerable Sector Check.
- Must possess excellent Communication and Interpersonal Skills.

#### Duties:

- Work collaboratively with teachers and colleagues to share ideas and strategies that will keep students interested and motivated in learning;
- Assist teachers so that students perform well on assessments, overall reading skills and numeracy skills;
- Work with teachers to ensure that language arts and numeracy lessons are interesting, effective and current;
- Assist with lesson content, teaching materials and resources;
- Deliver guidance on new innovations in the subject and changes to the curriculum;
- Liaise closely with L.A. teachers Numeracy teachers and provide advice and assistance related to lesson plans;
- Assist teachers to prepare and review lesson plans, as well as selecting learning materials that will engage students' interest and help them learn more effectively/efficiently;
- Incorporate language arts fundamentals and numeracy concepts into reading and writing exercises;
- Develop and lead program innovation;
- Present demonstration lessons to teachers;
- Attend professional development opportunities in literacy when required.

**Posting Date: July 30, 2018**

**Deadline for Applications: Until Suitable Candidate is Found**

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councilors)**, **one from your most recent/current employer**, 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@llrib.ca](mailto:hrinfo@llrib.ca))

**Or apply online: <https://llrib.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, 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. Please be advised applications received without the proper documentation may not be considered.*