



EMPLOYMENT OPPORTUNITY

OPEN COMPETITION

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

LEARNING SUPPORTS COORDINATOR

Duties include (but not limited to):

- Works with students, teachers and other faculty to create strategies that promote a greater chance of academic success.
- Implements intervention and advising strategies for teachers and students alike.
- Addresses poor habits relating to time management, lack of motivation, academic deficiencies and issues with goal setting.
- Helps students develop learning preferences for more effective studying.
- Assists teachers with preparing students for standardized testing.
- Helps teachers and other staff in the identification of students who would benefit from intervention.
- Utilizes effective intervention strategies to help students correct their issues with learning.
- Establishes positive relationships between students, teachers, parents, principals, guidance counselors and others in order to ensure a collaborative effort.
- Provide 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.
- Oversee needs assessments, goals, and formulated plans for student improvement, and follow up and provide feedback to staff members
- 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 Authorities are submitted on timely basis.
- Ensure the maintenance of student records for the schools, including 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.

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.
- A broad knowledge of child development and teaching methods.
- Cultural sensitivity.
- Ability to speak Cree language would be an asset.
- Ability to recognize individual learning styles and the characteristics of learners.
- Strong working knowledge of Microsoft software, including Word, Excel, etc.
- Valid Class 5 Driver's license.

Date of Posting: 23rd May 2019

Deadline for applications: Until Suitable Candidate is found.

To apply, please submit a **cover letter** and **resume** including **three (3) Professional 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

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: (hrinfo@llrib.ca)

****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 Tanis Crawford, Superintendent Special Ed. 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.***