

PERSONNEL &
STAFF DEVELOPMENT
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Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

OPEN COMPETITION

The Lac La Ronge Indian Band's (LLRIB) Education Department is seeking a highly skilled individual for the following **position** based out of the LLRIB Central Education Office:

Literacy Coordinator

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

Requirements:

- Bachelor of Education.
- A minimum Professional "A" Teaching Certificate.
- 5 years minimum teaching experience in Literacy, and/or experience as an English Language Arts teacher.
- 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:

- Guide teachers to collect and analyze data and develop action plans in response to determined student needs.
- Provide individualized, classroom-based support to implement comprehensive program. This will include modeling of best teaching practices.
- Work with the principals to create a school-wide focus on goals for reading achievement.
- Complete monthly status reports for the principal and district administrators.
- Research and provide information and guidance regarding a range of effective and innovative literacy practices through various activities such as:
 - individual discussions (informal and formal);
 - coaching sessions;
 - demonstration lessons with pre- and post-discussion/analysis;
 - study groups;
 - staff meetings; and professional development programs
- Evaluate student achievement and assist with placing students in appropriate intervention and support services
- Effectiveness and progress 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 L.A. curriculum;
- 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 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 into reading and writing exercises;
- Develop and lead program innovation;
- Present demonstration lessons to L.A. teachers;

Posting Date: May 23, 2019

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)

****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. 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 may not be considered. Telephone interviews will not be granted.