

Vuntut Gwitchin Government

A. **Identification:** Community Education Liaison Coordinator (CELC) Area II Whitehorse

Department: Education

Supervisor: Director

Date: March 2006

Status: Full-time

Level: 6

B. **Job Summary:**

Reporting to the Education Director this position provides direct support to Old Crow students attending high school in Whitehorse, coordinates services and programs that assist the students, liaises with parents and guardians and school personnel, and maintains a CELC office at F.H. Collins High School in Whitehorse.

C. **Main Duties:**

Directly supports Old Crow students who are attending high schools in Whitehorse by:

- Assisting students in understanding and choosing appropriate educational courses, programs and electives
- Assisting students with any problems at school such as class schedules, and homework assignments
- Assisting students with career counseling by clarifying information provided by a counselor and directing students to resources
- Providing personal counseling to students and/or assisting students with problems and other issues, and when appropriate referring students to counselors and other professionals
- Accompanying students to parent/teacher interviews and appointments with school officials, residence/boarding staff, and other personal appointments, and driving student to appointment
- Acting as chaperone when needed at events
- Assisting students in developing short and long-term educational, recreational and athletic goals and plans, monitoring actions, and encouraging the student to keep on track or adjust the goals/plans
- Assisting students with applications and other paperwork for residence, funding, school trips and events, field trips etc.
- Assisting students in accessing computer, fax or phone in order to communicate with relatives or guardians
- Relaying information to students from parents, Vuntut Gwitchin Government departments, school and residence officials and other contacts
- Posting information, news and greetings to students from Vuntut Gwitchin First Nation citizens and Old Crow community
- Handing out approved allowances and bus passes
- Ensuring that the CELC office has an environment that reflects the traditional and cultural beliefs of the First Nation

Coordinates services and support for Old Crow students who are attending high schools in Whitehorse by:

- Ensuring that student education packages (dorm applications, home boarding applications, subsidy forms, student allowance, school supply applications, emergency contact information and consent forms, etc) are received, updated, submitted, and followed up with as needed
- Communicating with the CELC I at the Old Crow school in relaying information needed by students preparing to attend schools in Whitehorse, and receiving information about students' personal and academic situations
- Orienting teachers of new students about the student's background and academic history, and reviewing with teachers education assessments and past academic performance, and determining with teachers proper grade placement of student in individual courses
- Monitoring students' individual educational plans, progress and attendance throughout the academic year, consulting with teachers and counselors on behalf of parents or guardians
- Helping students and parents/guardians to understand purposes of various assessments and meetings, and explaining results and actions
- Identifying emotional, social, recreational, cultural and spiritual needs of students, locating the community resources that would address these needs, liaising with the resource and arranging meetings or workshops for students
- Locating, accessing, organizing, planning and implementing outings, workshops, or activities such as exchange programs, conference attendance
- Seeking and securing funds for services, programs and cultural events and submitting reports as required
- Meeting with residence or home boarding personnel to discuss student problems and resolutions
- Determining when students need tutoring, and arranging with a suitable provider to deliver a tutoring program for all academic subjects for students in grades eight to twelve
- Communicating with the Vuntut Gwitchin government department and parents in travel arrangements for students to and from the community of Old Crow
- Writing correspondence to parents/guardians of the high school students regarding interim reports, parent/teacher interviews, counseling, and/or any community referrals that may have been made during the school year.
- Acting on behalf of parents or guardians when dealing with health and safety situations
- Advocating on behalf of students when dealing with problems
- Locating and gathering traditional foods and organizing food preparation
- Organizing snacks, lunches and special events at the school
- Arranging for visitors from Old Crow to see the student in the school or residence setting
- Preparing monthly newsletters and activity calendars for student, parents, residence and home boarding personnel, and the Vuntut Gwitchin First Nation and distributing through websites and other venues.

Providing educational and cultural expertise by:

- Providing awareness of Vuntut Gwitchin and other First Nation cultures to school staff and non-FN students
- Organizing events in the school
- Finding cultural resources for the Gwich'in Language class teachers and assisting with any culturally specific outings for the class
- Assisting Dept. of Education with development of First Nations curriculum by contributing information, reviewing materials, and discussing content with writers and advisors
- Reviewing plans/reports; attending meetings symposiums, workshops; participating as a member in working or advisory groups
- Participating in developing VGFN education strategic goals, workplans and budgets

Performs administrative duties by:

- Preparing program budget for inclusion in the Vuntut Gwitchin Government Education Department budget and participating in budget reviews
- Expending and monitoring funds associated with CELC Area II work
- Drafting and submitting reports as needed
- Arranging for purchase orders, preparing and submitting cheque requisitions, travel claims, receipts, time sheets and other documents
- Drafting, word processing, editing, proofreading and finalizing documents as necessary
- Creating and maintaining filing systems

D. Job Knowledge and Skills:**Education**

- Diploma or degree in an academic field, or equivalence in experience and relevant training.
- Knowledge of conflict resolution and counseling methods
- Knowledge of high school environments, and the services and supports available in the public school system
- Knowledge of graduation requirements and school regulations such as attendance
- Knowledge of traditional and cultural beliefs of the Vuntut Gwitchin First Nation
- Knowledge of what students experience when living in the community of Old Crow
- Knowledge of community resources available in Whitehorse for support and activities
- Knowledge of the educational priorities of the Vuntut Gwitchin First Nation
- Knowledge of project or event planning
- Knowledge of office procedures including basic book keeping and filing

Management Skills:

- Ability to be a team player and work with people from various disciplines and cultures
- Ability to analyze, problem solve and resolve conflicts
- Time management and organizational skills.
- Ability to assume responsibility, prioritize and meet deadlines
- Ability to work with minimal direction and supervision
- Ability to research, and write proposals and reports
- Ability to multi task
- Ability to develop and follow budgets
- Ability to organize activities and events
- Ability to coach, mentor and discipline students

Specific Skills:

- Ability to create documents using MS Word, and MS Excel
- Ability to use computer functions such as Windows, email, and web browsers
- Ability to create and maintain files
- Ability to evaluate needs of students and parents, and plan, coordinate, and implement activities and outings to meet those needs
- Ability to counsel students at a basic level and know when to refer to other professionals
- Ability to be a role model for youth
- Ability to understand application requirements and processes at post-secondary and training institutes

Interpersonal Skills:

- Ability to communicate with youth and gain their respect and attention
- Ability to advocate for students
- Incumbent must be comfortable in a cross-cultural setting
- Ability to communicate effectively and diplomatically, both verbally and in writing, and long distance, with students and their parents/guardians, professionals, co-workers,

Elders, agencies and organizations.

E. Decision Making:

The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, in providing appropriate support to students and when organizing activities.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting goals, priorities and deadlines, adhering to policies and procedures, and following directions from the supervisor. Effective support to students attending school away from their homes and community is critical for the future well being of the Vuntut Gwitchin First Nation.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily
Students and parents	Assisting, information exchange, providing services.	Daily
High school personnel	Information exchange; resolving problems	Daily
Residence and home boarding personnel	Information exchange; resolving problems	As needed
Agencies/organizations	Arranging support; applying for funding	As needed

H. Positions Supervised: 0

I. Working Conditions:

This position is located in a school environment; however duties call for driving a vehicle in and outside of city limits, and accompanying students to appointments, activities and on outings.

Spiritual:

Balancing traditional beliefs and practices with modern educational requirements.

Physical:

Approximately 60% of time using the computer

Travel approx: 3 trips per year long distance from Whitehorse to Old Crow return

Mental:

Regular need to meet a variety of needs for a variety of students

Regular need to create and meet timelines for organizing and delivering activities and outings

Multi tasking duties

Emotional:

Dealing regularly with students and parents who are separated long distance

Dealing regularly with youth who miss their homes, community and culture and have difficulty adjusting to a new community and culture

J: Conditions of Employment

Willingness to follow policies and procedures
Class 5 Driver's License and availability of own vehicle
CPR/First Aid or willingness to obtain
Criminal Record Check

SIGNATURES:

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>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> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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