

Vuntut Gwitchin Government

A. Identification

Position Title Education Support Worker Area I Old Crow

Department Education

Supervisor Director, Education

Date April 2010

Status Full-time

Level

B. Job Summary

Reporting to the Education Director this position coordinates services and support for students attending Chief Zzeh Gittlit School in Old Crow, organizes and implements cultural activities for students, and maintains an ESW office in the school.

C. Main Duties

Principal duties and Responsibilities

Assists students by:

1. Receiving grade 10 course information from ESW Area II, and helping grade 9 students in choosing appropriate educational courses and programs for Grade 10 entry
2. Compiling the student high school package of forms, applications and information needed for entry into grade 10 and residence/home boarding in Whitehorse, and explaining the information to the students and parents and assisting them in completing the forms/applications
3. Discussing with students and/or parents problems at school and/or home, and conducting basic counseling with students
4. Acting as liaison with school personnel, parents, other professionals and Vuntut Gwitchin Government Education Department on behalf of the student and/or parent/guardian
5. Referring the student to other professionals for assistance

Coordinates cultural and support activities for students by:

1. Evaluating student needs with school personnel, the School Council and VGG Education Dept. and recommending any additional supports
2. Monitoring and evaluating additional supports such as the homework tutor program
3. Identifying various community resources that will help meet varied needs of students (e.g. emotional, social, recreational, cultural and spiritual), liaising with the organization/ agency, and helping students to access the resources
4. Organizing, implementing and participating in cultural activities and events within the school and out on the land
5. Assisting organizers of snacks, lunches and special events at the school
6. Providing awareness of the Vuntut Gwitchin First Nation culture to all school staff
7. Seeking and securing funds for services, programs and cultural events
8. Planning and participating in culturally specific activities for the Gwich'in language class
9. Acting as a resource in education related working or advisory groups, and participating in strategic planning

Performs administrative duties by:

1. Preparing budget information for inclusion in the Vuntut Gwitchin Government Education Department budget
2. Expending and monitoring funds associated with ESW Area I work
3. Submitting reports and claims to third party funders
4. Preparing and submitting cheque requisitions, travel claims, receipts, time sheets and other documentation
5. Drafting, word processing, editing, proofreading and finalizing documents as necessary
6. Creating and maintaining filing systems
7. Preparing paperwork for the annual Cultural camp per YTG field trip policy.
8. Mailing out consent forms, medical forms & schedules to parents.

D. Job Knowledge and Skills

Education

- Certificate or diploma in a post secondary program associated with administration, education, social sciences or sciences, or equivalence in experience and relevant training.
- Knowledge of effective administration procedures including basic book keeping and filing
- Knowledge of conflict resolution and counseling techniques
- Knowledge of public school environments, and the services and supports available in the public school system
- Knowledge of school regulations such as attendance
- Knowledge of traditional and cultural beliefs and practices 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 Old Crow for support and activities
- Knowledge of the educational priorities of the Vuntut Gwitchin First Nation
- Knowledge of project or event planning and implementation

Management Skills

- Ability to be a team player and work with people from various disciplines and cultures
- Ability to problem solve and resolve conflicts
- Time management and organizational skills.
- Ability to assume responsibility 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 deal with deadlines and constant interruptions

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 in order to meet those needs to plan, coordinate, and implement activities or access other resources
- Ability to counsel students at a basic level and know when to refer to other professionals

Interpersonal Skills

- Ability to communicate with children
- Ability to act as an advocate for students
- Incumbent must be comfortable in a cross-cultural setting

- Incumbent must be comfortable living in a remote setting with extreme temperatures and light
- Ability to communicate effectively and diplomatically, both verbally and in writing, with students and their parents/guardians, professionals, co-workers, Elders, volunteers, 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 priorities and deadlines, and following directions from the supervisor. Effective support to students and parents/guardians, as well as delivering cultural activities are 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 support.	Daily
School personnel	Information exchange; resolving problems	Daily
Agencies/organizations and other professionals	Arranging support; applying for funding; delivering cultural activities	As needed

H. Positions Supervised

Number of positions supervised directly:	Varies when supervising casual workers hired for cultural activities and annual cultural camp.
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I. Working Conditions

This position is located in a school environment; however duties involve accompanying students onto the land for cultural activities for periods from one to six weeks during the school year and traveling by snowmobile or boat to remote locations and camping in tents or cabins.

Spiritual

- Balancing traditional beliefs and practices with modern educational requirements

Physical

- Approximately 50% of time using the computer
- Travel approx: 2 trips per year long distance

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 families who have dysfunctional lives at home

J: Conditions of Employment

- Willingness to follow policies and procedures
- CPR/First Aid or willingness to obtain
- Criminal Record Check

SIGNATURES:

I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have to delegated to this position.

Executive Council:

Date:

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Supervisor:

Date:

I have reviewed the position description and understand that it is a general job description of the duties assigned to the position occupied by me.

Employee:

Date: