

LITERACY FACILITATOR – THOMPSON, MB

Job Ad: 400-25-005

POSITION OVERVIEW

The Literacy Facilitator functions as a team member and is responsible for providing Literacy and Assessment services and support to First Nations educators. The facilitator will be guided by the philosophy of lifelong learning with languages and cultures as the foundation for all training and capacity development activities. The Literacy Facilitator will assist in the development of instructional resource materials that are relevant to First Nations students. The facilitator supports the delivery and development of innovative programming and classroom-based and province-wide student learning assessment, evaluation and reporting to enhance the quality and standards for students in First Nations schools. The facilitator will work as part of the assigned Language Area Team and Specialty Area Team on the planning and development of instructional resources.

SPECIFIC RESPONSIBILITIES

- Provide support to school administrators, teachers and teams involved in the implementation of literacy programming including effective teaching strategies and techniques;
- Encourage First Nations to utilize classroom appropriate assessment methods to establish benchmarks for instructional and reporting purposes;
- Advise First Nations school personnel on the purchase of supplementary curriculum materials, resource materials and programs;
- Train educators on the implementation of classroom-based formative assessment; collection, use and interpretation of data for instructional and programming purposes; communicating student learning through informal and formal means;
- Prepare and deliver workshops for school administrators and educators on assessment, evaluation and reporting, testing methodology and appropriate use of tests and test results;
- Advise and assist schools in development of assessment programs and practices and in the identification of student assessment needs;
- Stay informed regarding best instructional and assessment practices and emerging research in education and ensure that is reflected in assessment workshops and documents;
- Work with educators in interpreting and implementing policy related to assessment, evaluation and reporting;
- Assist in the development of curriculum-oriented assessment and evaluation policy;

- Develop and implement the K-12 education policy as it applies to assessment and evaluation;
- Provide training and support to teachers on toolkits to establish student achievement levels and classroom programming needs;
- Ensure that the community education development philosophy is part of the approach utilized in the planning, development, delivery and evaluation of all initiatives;
- Identify, develop and deliver professional development support and instructional resources for teachers through the Professional Learning Communities (PLC);
- Ensure professional development and subject specific planning align with the school plans;
- Provide professional development opportunities and supports for teachers locally, regionally and provincially;
- Develop webinars and remote support as part of the Professional Learning Communities (PLC) strategy;
- Complete Service Report Tracking Reports (SRTS) on services provided in a timely manner;
- Participate in regular team meetings to plan and review progress of activities and projects;
- Ensure that reports are completed for assigned regional gatherings and community planning sessions; and
- Participate in special assignments, initiatives and projects as assigned/required.

QUALIFICATIONS, EDUCATION & EXPERIENCE

- Minimum Bachelor of Education Degree specializing in Literacy with a valid teaching certificate;
- Fluency in a First Nations language is considered an asset;
- Minimum of five years of teaching experience at the elementary and/or senior high levels;
- Must respect the philosophy that the answers are within each First Nation and each First Nation is distinct;
- Experience with the implementation of the Manitoba curriculum frameworks and strategies, particularly for Literacy;
- Demonstrated expertise in curriculum design, development, implementation and evaluation;
- Experience working with First Nations in the field of education;
- Knowledge of Manitoba First Nations education development and reforms and socioeconomic conditions of First Nations;

- Appreciation and respect for First Nations education reform strategies;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Familiarity and hands on experience with technology to deliver and facilitate professional development for schools;
- Knowledgeable in the area of assessment and evaluation such as formative and summative,
- experience in facilitating classroom-based assessments and tools, provincial standards tests, reporting and documenting measures in grading;
- Strong time management and organizational skills and the ability to work under pressure;
- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Professional behaviors that personify strong work ethics;
- Adhere to MFNERC policies and administrative procedures with specific attention to attendance and professional ethics;
- Excellent oral and written communication skills in technical and plain language writing;
- Computer literate and proficient;
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Ability to communicate effectively with professionals;
- Possess a valid Class 5 Drivers License;
- Flexible to travel to First Nations schools throughout northern Manitoba

Interested applicants are invited to submit their resume and cover letter (please state position title, quoting *Job Ad #*), along with (3) professional reference listings (including recent employer reference) to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: employment@mfnerc.com | Fax: 204.942.2490

Preference will be given to qualified First Nations applicants and are asked to self-declare on application. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website www.mfnerc.org or scan QR code for complete MFNERC Employment Listing:



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