

JOB DESCRIPTION

Student Safety Coordinator

SUMMARY:

The Student Safety Coordinator is responsible for the liaison, advocacy and coordination of student safety initiatives on behalf of Nishnawbe Aski Nation. Additionally, the Student Safety Coordinator provides technical assistance and support to the Director of Education in the development and implementation of student safety initiatives that support the aspirations and goals of Nishnawbe Aski Nation including Students, Families, First Nations, Schools, Tribal Councils and Education Organizations.

DUTIES AND RESPONSIBILITIES:

- To coordinate, administer and manage matters relating to student safety initiatives for students in council operated and provincial education programs and services, early childhood education and Post-Secondary Education;
- To implement Student Safety initiatives from the Emergency Education Action Plan, the Education related Inquest Recommendations, the Education Partnerships Program, as well as other related programs;
- To support the Director of the Education, Manager of Education Initiatives and Education Manager with the implementation of the education related resolutions as mandated by the Chiefs of Nishnawbe Aski Nation;
- To support the Director of the Education, Manager of Education Initiatives and Education Manager in the implementation of the NAN Emergency Education Action Plan, Student Safety Initiatives and relevant items related to the Inquest Education Table.
- To represent Nishnawbe Aski Nation on committees, boards and other councils as requested and/or approved;
- Assist in meeting core and proposal based approved work plan outcomes;
- To provide support and advocacy for First Nations individuals, communities and families when requested;
- To provide liaison and technical functions to the NAN Education Committee, First Nations, Tribal Councils and Education Authorities as required;
- To attend education related meetings as required and/or requested;
- To organize and facilitate meetings or workshops on education issues as requested;
- Prepare proposals, submissions, activity and financial reports to carry out the activities of the Education department;
- Implement work plans and resolutions in accordance with NAN policies and procedures and funding terms and conditions;

- To provide technical policy support and liaison with respect to emerging education issues to the Director of the Education as requested;
- To undertake research projects, as required and assist in developing communication and information materials;
- To draft correspondence, proposals, internal documents and briefing notes under the authorization of the Director of the Education, Manager of Education Initiatives and Education Manager;
- To coordinate information exchange between the Director of the Education, management and staff on matters which require attention and action and will include organizing meetings and teleconference calls;
- To review, summarize and analyze technical, policy and political reports and documents as required;
- To prepare briefing materials for the Director of the Education when requested;
- Other duties as required.

COMPETENCIES AND QUALIFICATIONS

This position demands an experienced coordinator with high level facilitation, writing, advocacy, communication and independent analysis capacity together with extensive knowledge of NAN education issues. The academic and skills expectations are as follows:

- 5+ years related education work experience
- Bachelor's Degree or Equivalent Experience in a training or education-related position
- Knowledge of First Nation education issues, challenges and delivery models
- Ability to work effectively with others
- Demonstrated presentation skills
- Proven effectiveness in project management
- Ability to work in a close team environment with others
- Ability to work independently and take initiative to meet goals and objectives
- Strong communication skills with proficiency in developing written communications and the development and delivery of oral presentations
- Willing to travel as required
- Ability to speak Ojibwe, Oji-Cree or Cree is an asset

OTHER REQUIREMENTS

Reporting to the Education Manager, the Student Safety Coordinator is an integral member of the Nishnawbe Aski Nation team and is expected to effectively represent NAN in education matters with First Nations, Tribal Councils, First Nation education organizations and the federal and provincial governments as requested.

ACCOUNTABILITY

The Student Safety Coordinator is accountable to the Chief Administrative Officer and the Director Education for overall performance and to the Education Manager for day-to-day operations.

LOCATION OF WORK: NAN office
PORTFOLIO: Education
LAST REVISED: March 3, 2022

