

JOB DESCRIPTION

Student Safety Coordinator

Education Department

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 Education Manager 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:

- *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, Education Manager, and Manager of Education Initiatives 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, Education Manager, and Manager of Education Initiatives;*
- *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 or Education Manager when requested;*
- *Other duties as required.*

CROSS TRAINING: n/a

OTHER JOB REQUIREMENTS:

- *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.*

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education: *Post secondary degree or diploma, preferably in the areas of Education, Political Science, Indigenous Studies, and/or Technical Writing. Equivalent level of work experience will also be considered.*

Credentials: n/a

Experience:

- *3-5 years of related work experience will be considered.*

Knowledge:

- *Need basic knowledge of methods, techniques or procedures that are commonly accepted practice in my predominant field of work. I can generally rely on others to provide me with advice and guidance on difficult or unusual assignments, problems, or situations.*
- *Knowledge and understanding of indigenous culture and traditions within NAN territory communities is vital.*
- *Ability to speak Ojibwe, Cree or OjiCree is a definite asset.*

Effort:

- *Minimum physical effort, however there will be a requirement for periodic heavy lifting or moving of materials.*
- *Predominantly desk work with prolonged sitting and limited freedom of movement.*
- *Moderate level of dexterity required. Work requires precision keyboarding skills at a minimum of 45 wpm.*
- *High level of vigilance and accuracy required. Work requires intense attention to detail and strong mental focus.*

Working Conditions:

- *Mainly in office work, with periodic short periods working in a warehouse setting.*
- *Regular time pressures due to frequent and/or multiple deadlines. Often will receive last minute or unexpected assignments that need to be completed immediately.*
- *Tasks must frequently be reprioritized in order to respond to changing conditions or demands.*
- *Travelling is required from time to time which will require flying on both commercial and smaller 8-18 seat planes. Highway driving may also be required.*

Responsibilities:

- *This job has responsibility for operational planning, coordination, development and implementation of one or more projects, programs or functions.*
- *The role requires management of financial and/or material resources, and regular reporting on mandate.*
- *May require liaison with NAN communities or funding agencies.*

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.

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LOCATION OF WORK: Thunder Bay/Timmins

PORTFOLIO: Education

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