

SCHEDULE 'A' – JOB DESCRIPTION

JOB TITLE:	REGIONAL EDUCATION AGREEMENT COORDINATOR
PRIMARY FUNCTION:	Conduct preliminary research to position and prepare plans to effectively engage with TFN membership. Gather community's education story through consultation and research documents.
REPORTING RELATIONSHIP:	This position reports directly to the Executive Director, adhering to applicable BIEA (Bear Island Education Authority) requirements, as well as all TFN policies and procedures.
SALARY:	According to TFN Salary Grid
TERM OF EMPLOYMENT:	January 2025 – March 2026
EFFECTIVE DATE:	
INCUMBENT:	

CORE COMPETENCIES

Research

- Conduct interviews with community members regarding their knowledge on past education practices.
- Review existing documentation, meeting minutes, policies, school improvement plans, previous evaluations etc. to gain an understanding of where the community school and the current education system is functioning within the protective funding formula.
- Identify potential gaps in current education program.

Networking & Relationship Building

- Facilitate community and regional focus groups and meetings with TFN membership including youth, Elders, artisans, TFN employees and various stakeholders, and prepare related reports
- Conduct short surveys to gain a better sense of how membership would like to be informed.
- Conduct short surveys to gain a better understanding of the degree of knowledge surrounding education transformation and the REA in Ontario.

Producing Results

- Compile a comprehensive overview, report and presentation of current education status, achievement levels, program, and governance options to move forward.
- Create a chronological timeline graphic wall display.
- Design a video display to be shared on TFN's social media pages that will portray its educational story from inception to future development.
- Completed survey and content/literature development.
- Host a community information session to share the results through presentation and cultural performance.
- Writing proposals and deferral plans

Team Management

- Establish the Regional Education Agreement Readiness team which will include, but may not be limited to, an advisory group, Elder, youth, consultants, and coordinators.
- Effectively oversee the development and activities of the members of the Readiness team.
- Ensure proper hiring practices are followed when developing the team.

Requirements

- Adhere to guidelines as indicated within the REA funding proposal.

Other Duties

- Professional Development – Willing to take training and continually update qualifications and knowledge.
- Flexibility – available for days, evenings, and weekends as required.
- Any other duties as required in relation to the REA Coordinator position.

QUALIFICATIONS:

- **REQUIRED:** post-secondary education in Education, Business, or a similar/related field.
- **REQUIRED:** a minimum of three (3) years of experience in the education field.
- **REQUIRED:** ability to achieve and maintain a clean Criminal Reference Check and a clean Vulnerable Sector (VS) Check, including Pardoned Sex Offender Database (PSOD).
- **REQUIRED:** ability to work with database systems and proficient with the use of computers including Microsoft Office (Word, Excel, PowerPoint) and Internet usage.
- **REQUIRED:** understanding of research processes.
- **REQUIRED:** able to work independently and in a team environment.
- **REQUIRED:** experience in conducting legal and regulatory research regarding all applicable federal and provincial laws, Acts, and legislation.
- **REQUIRED:** experience in preparing reports and presenting findings.
- Experience working in a First Nation is considered *an asset*.
- Strong organizational, project, and program management skills; ability to work on a wide range of issues simultaneously.
- Excellent verbal and written communication skills for preparing and presenting information.
- Excellent analytical, research and problem-solving skills.
- Ability to work collaboratively with internal staff and external third-party organizations, as required.
- Passion, personal alignment, and commitment to the mission of TFN's Education Department.
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Strong analytical thinking, planning, and prioritization skills.
- Good interpersonal skills.
- Excellent recordkeeping skills.