

## **LITERACY FACILITATOR**

*Based in Thompson, Manitoba*

### **Authority**

The Literacy Facilitator works under the supervisory function of the Assistant Director of Programs.

### **Purpose**

The Literacy Facilitator functions as a member of the identified Service Delivery Team and is responsible for providing Literacy support to First Nations schools. The Literacy Facilitator is also responsible for assisting in the development of supplementary curriculum materials and resource materials that are relevant to First Nations students. Additionally, the Literacy Facilitator facilitates integration of First Nations perspectives into the provincial curriculum and supports delivery of innovative programming to improve quality and standards for students in First Nations schools.

### **Specific Responsibilities**

- Provides support to school administrators, teachers and teams involved in the implementation of the Provincial curriculum;
- Conducts on-site school visits for the purposes of creating an awareness of teaching strategies and techniques that are consistent with the Provincial curriculum;
- Assists First Nations schools in developing community-based Literacy plans and related curriculum initiatives;
- Assists in delivering information workshops to all education stakeholders i.e. teachers, parents, administrators, Education Authorities, Chief and Councils, students, and Literacy Consultants/Coordinators;
- Familiarity and hands on experience with technology to deliver and facilitate professional development for schools;
- Prepares appropriate presentation materials and packages to the audience for use in community informational workshops;
- Identifies training requirements for implementing the Provincial curriculum;
- Develops strategies for increasing performance in Literacy;
- 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;
- Encourages First Nations to utilize the Standards Tests/Provincial Standards Tests in English/Language Arts as benchmarks;

- Provide professional development and ongoing support to teachers on the use of the Fountas and Pinnell Assessment toolkit for establishing student achievement levels and programming needs;
- Plans, develops and collaboratively provides support to First Nations school staffs with other team members within the Unit using an integrated provincial curricular approach;
- Advises First Nations school personnel on the purchase of supplementary curriculum materials, resource materials and programs;
- Prepares and submits monthly activity reports and work plans annually, and other reports as required;
- Ensures that the community education development philosophy is part of the approach utilized in the planning, development, delivery and evaluation of all initiatives;
- Participates in special assignments, Literacy initiatives, and projects as assigned/required;
- Manages an independent work environment;
- Works collaboratively with the Service Delivery team.

## Qualifications

### Education & Experience

- Minimum Bachelor of Education Degree specializing in Literacy with a valid teaching certificate;
- Minimum of five years of teaching experience at the elementary and/or senior high levels;
- 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 socio-economic conditions of First nation communities;
- Excellent interpersonal and cross cultural skills to work in a First Nations environment;
- Fluency in a First Nations language is considered an asset;
- 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;
- 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;
- Appreciation and respect for First Nations education reform strategies;
- Possess a valid Class 5 Drivers License;

- Flexible to travel to First Nations schools throughout northern Manitoba;
- Criminal and child abuse record check clearance;
- Adhere to MFNERC policies and administrative procedures with specific attention to attendance and professional ethics.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Tuesday, June 11, 2019** to:

**Human Resources**  
**Manitoba First Nations Education Resource Centre Inc.**  
**2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9**  
**Email: [hr@mfnerc.com](mailto:hr@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter. 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 at [www.mfnerc.com](http://www.mfnerc.com)**