

LITERACY FACILITATOR

Authority

The Literacy Facilitator reports directly to the Assistant Director of Instructional Services.

Purpose

The Literacy Facilitator is responsible for providing literacy support to Manitoba First Nations School System (MFNSS) 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 and facilitating the integration of First Nations perspectives into the provincial curriculum.

Specific Responsibilities

- Provide support to school administrators, teachers and teams involved in the implementation of the Provincial English Language Arts curriculum;
- Conduct on-site school visits for the purposes of creating an awareness of teaching strategies and techniques that are consistent with the Provincial curriculum;
- Assist First Nations schools in developing community-based Literacy related curriculum initiatives;
- Support the delivery of innovative programming to improve instruction for students in First Nations schools;
- Assist in delivering information workshops to all education stakeholders i.e. teachers, parents, administrators, students, and Literacy specialists;
- Deliver and facilitate professional development for schools via technology;
- Prepare appropriate presentation materials and packages to the audience for use in community informational workshops;
- Identify training requirements for implementing the Provincial English Language Arts curriculum;
- Develop strategies for increasing student performance in Literacy;
- Encourage MFNSS schools 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;
- Plan, develop and collaboratively provide support to MFNSS school staff with other team members within the program using an integrated provincial curricular approach;
- Advise First Nations school personnel on the purchase of supplementary curriculum materials, resource materials and programs;

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- Prepare and submit monthly and annual activity reports, an annual workplan and other reports as required;
- Ensure that the community education development philosophy is part of the approach utilized in the planning, development, delivery and evaluation of all initiatives;
- Participate in special assignments, Literacy initiatives, and projects as assigned/required;
- Manage an independent work environment;
- Work collaboratively with the Service Delivery team;
- Other duties as assigned.

Qualifications

Education, Skills and Experience

- Minimum Bachelor of Education Degree specializing in Literacy;
- A valid Manitoba teaching certificate;
- Minimum of 5 years of teaching experience at the early, middle and/or senior high levels;
- Experience with the implementation of the Manitoba curriculum frameworks and strategies, particularly for English Language Arts;
- Demonstrated expertise in curriculum design, development, implementation and evaluation;
- Knowledgeable in the area of assessment and evaluation;
- Experience in facilitating classroom-based assessments and tools, Provincial Standards Tests, reporting and documenting measures in grading;
- 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 oral and written communication skills in technical and plain language writing;
- Proficiency with Microsoft Office applications;
- Strong time management and organizational skills and the ability to work under pressure;
- Ability to manage and prioritize multiple tasks and meet all deadlines;
- Professional behaviors that personify strong work ethics;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to speak a First Nations Languages would be considered an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Valid Class 5 Driver's Licence;
- Flexible to travel to MFNSS schools throughout Manitoba;
- Satisfactory Criminal Record/Vulnerable Sector and Child Abuse Registry checks.

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Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings by January 26, 2021 at 4:00 pm to:

**Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: 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 qualified First Nations applicants; 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

Date Reposted: January 12, 2021