

SPECIAL EDUCATION FACILITATOR

Authority

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

Purpose

The Special Education Facilitator is part of a multi-disciplinary team and is responsible for providing student support services directly to classroom and Resource Teachers, Principals and Directors of Education in Manitoba First Nations School System (MFNSS) schools.

Specific Responsibilities

- Work with school personnel (Resource, Educational Assistants and Classroom Teachers, Principals; Directors of Education to establish referral, screening and assessment protocols for those students being referred for assessment;
- Manage Resource Teacher programs and protocols in MFNSS schools;
- Provide training to schools in the identification of students for various clinical assessments;
- Train Resource Teachers to maintain a working relationship with clinicians to ensure an awareness of the testing and diagnostic assessment instruments and tools (Level B Assessments) in MFNSS schools;
- Train school personnel in the preparation of the Special Education Program (SEP) work plans;
- Train school personnel in the scheduling of multi-disciplinary team visits to MFNSS schools which may include Psychologist, Reading Clinician, Speech Language Clinician, Occupational Therapist, Elders, Child and Family Services, Medical Services, Native Addictions Alcohol and Drug Abuse Program, Police Services, and Probation services;
- Assist school personnel to design appropriate IEP's and behaviour intervention plans for students;
- Provide information to school personnel, i.e. Resource Teacher(s), Classroom Teachers, Administrators and Parents/Caregivers that would assist them in developing a greater awareness of special education philosophy and special education service delivery models;
- Encourage Resource Teachers to maintain a liaison with School Personnel, Parents/Caregivers, Local Child Care Agency, Health Center/Nursing Station, and Representatives from their professional support organizations/agencies who may be involved in specific cases;

SPECIAL EDUCATION FACILITATOR

- Provide training to ensure that proper case records, assessments reports, statistical records and all other pertinent data to each case is maintained and remains confidential;
- Prepare and submit monthly and annual activity reports, annual work plans, and other reports as required;
- Be prepared to deliver presentations to the annual Special Education Summer Institute along with other MFNCS conferences as required;
- Ensure that the capacity building for education is part of the approach to be utilized in the planning, development, delivery and evaluation of all related initiatives;
- Participate in special assignments, initiatives, and projects and developmental work as assigned/required;
- Manage an independent work environment;
- Perform other duties as assigned.

Qualifications

Education, Skills and Experience

- A minimum Bachelor of Education Degree with Special Education Teacher certification or Bachelor of Education degree with related post baccalaureate course work in Special Education with certification;
- A minimum of five years classroom experience as a Teacher and demonstrated leadership skills working in the area of Resource Teacher/Special Education programs i.e. minimum of additional three years;
- Knowledge of Manitoba First Nations education development and reforms and socio-economic conditions of First Nation communities;
- Experience working with First Nations in the field of education;
- 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;
- Familiarity with INAC's Special Education Guidelines and Procedures Manual titled "Rising to the Challenge";
- Familiarity with the Manitoba curriculum frameworks and strategies for implementation; i.e. "Success for all Learners"; "Tapping Hidden Strengths"; "Autism Support Document"; "BIP and IEP Support Documents" including the "Special Education Consultative Collaborative Model, Co-Teaching, Response to Intervention, Universal Design for Learning", and the administration of special education service delivery models;
- Ability to work independently and as a member of a multi-disciplinary team;

SPECIAL EDUCATION FACILITATOR

- Ability to relate to and communicate with children, parents/caregivers, and other professionals;
- Appreciation and respect for First Nations education reform strategies;
- Possess a valid Class 5 Drivers License;
- Flexible to travel to MFNSS schools throughout Manitoba;
- Satisfactory Criminal Record/Vulnerable Sector and Child Abuse Registry checks.

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. **Friday, October 22, 2021** 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 First Nations 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.