



KWAYACIIWIN  
Education Resource Centre  
— 6.7.8.9. —

Kwayaciiwin Education Resource Centre in Sioux Lookout, Ontario is seeking an

## Academic Readiness Program Coordinator

The Academic Readiness Program Coordinator, under the direction of the Executive Director, is responsible for supporting Sioux Lookout area First Nations schools in implementing bilingual/bicultural elementary curriculum guidelines as well as coordinating the development of Anihshiniimowin Resource materials.

### DUTIES and RESPONSIBILITIES

- Ensure the Academic Readiness work plan activities are completed and adhered to.
- Coordinate the ongoing review, revision and development of Kwayaciiwin Education Resource Centre (KERC) curriculum guidelines.
- Coordinate and aid Education Authorities, Education Directors and Principals in the implementation of KERC curriculum guidelines.
- Promote and assist with new district educational initiatives.
- Coordinate the development of Anihshiniimowin Resource materials.
- Develop and recommend materials for KERC guidelines.
- Plan and ensure delivery of Training and Professional development to district education staff: Principals, Education Directors, Education Authority members, and teachers.

### QUALIFICATIONS

- Fluency in Ojibway, Oji-Cree or Cree is a definite asset.
- Post-Secondary degree in education, business or administration or related work experience.
- Excellent planning, research, coordinating and organizational abilities.
- Experience in managing a program or project.
- Experience working with First Nations and awareness of the cultural, economic and educational aspirations of Sioux Lookout District First Nations.
- Experience writing policies, reports and proposals.
- Self-motivated, organized, able to work with a team of professional staff.
- Able to provide leadership and work as a team member.
- Excellent interpersonal, communications and computer skills.
- Travel is a requirement.

**To apply:** Please submit a resume, two most recent employment references with written permission to contact, and a covering letter via email or fax to:

Charlotte Semple, Administrative Assistant  
Kwayaciiwin Education Resource Centre  
Email: [csemple@kerc.ca](mailto:csemple@kerc.ca)  
Fax: (807) 737-3650

**Deadline:** Friday, September 7, 2018 by 4:30 p.m.

KERC requires Criminal Reference and Child Abuse Registry checks at the time of hiring.

*KERC thanks all those who apply. However, only those selected for an interview will be contacted.*