



**Box 274, Balmertown, ON P0V 1C0**  
**Tel: 807 737 5671**  
[www.koeducation.ca](http://www.koeducation.ca)

## **KOBE Student Services Manager**

Position located in Thunder Bay or Sioux Lookout, ON

**Closing: April 26-May 9, 2021 or until filled**

### **Job Description:**

Keewaytinook Okimakanak Board of Education (KOBE) operates the KOBE Student Services (KOBE SS). The KOBE Student Services serves secondary school students from Fort Severn First Nation, Deer Lake First Nation, Keewaywin First Nation, Poplar Hill First Nation, North Spirit Lake First Nation, and McDowell Lake First Nation. The KOBE Student Services Manager will work under the direction of the KOBE Director of Education, to ensure effective and efficient delivery of services for youth who are in the KOBE Student Services.

### **Responsibilities include, but not limited to:**

- Providing staff supervision for Site Supervisors in Thunder Bay, Dryden and Sioux Lookout;
- Assist Site Supervisors with supervision of staff as required;
- Evaluate the performance Site Supervisors on a regular basis according to timelines designated by the KOBE Policies, and assist Site Supervisors with staff evaluation as required;
- Coordinate and implement program development process and education projects through research, analysis, proposal writing, and liaise with the communities, government funders, and other institutions, ensuring deadlines are met;
- Develop, implement, track and evaluate all budget processes for the KOBE Student Support Program;
- Research, identify trends, needs and establish program directions accordingly;
- Support the implementation of remedial programs both strategic and operational, including metrics to track and evaluate progress. Metrics provided in monthly reporting. Create partnerships that will enhance student health, safety, success, support, and programming;
- Ensure program compliance with Indigenous Services Canada regulations and policies, including coordinating the program activities with funding guidelines;
- Assist Site Supervisors in developing partnership with secondary school's special education services and teachers to ensure flow of student related information (accommodations, modifications, computer resources and progress related to Individual Education Plans {IEP's}) for all students;
- Support the implementation of remedial programs both strategic and operational, including metrics to track and evaluate progress. Metrics provided in monthly reporting. Create partnerships that will enhance student health, safety, success, support, and programming;



- Plan or assist in providing evening and weekend tutoring, mentoring, academic support and intervention for students through site elders, and community leaders;
- Assist in planning student travel;
- Set and communicate program priorities and performance standards and assess operations using these criteria:
  - A)** Provide for quality assurance reviews and address areas in need of attention;
  - B)** Monitor attrition analysis and assists with issues relating to retention;
  - C)** Coordinate strategies with other stakeholders to achieve desired organizational results in areas of student retention, graduation rates and satisfactory student progress; and
  - D)** Monitor and advise on the finances of the Program with the aim of operating within the allocated budget, and work with the core group on pro-forma budget planning.
- Report to the KOBE Director of Education on urgent matters, including emergencies and sensitive issues/concerns;
- Report to KOBE Board of Directors with regular reports. Attend KOBE Board and KO Chiefs meetings when requested. Attend KOBE Manager meetings and provide program summaries and progress when required. Attend meetings related to secondary education and funding.
- Ensure that all program staff understand and follow all KOBE Policies and Procedures, including the KOBE Personnel Policy and Employee Manual;
- Review KOBE SS Policies on a regular basis, with communities and Board of Directors, to identify any required changes. Identify issues and provide advice regarding policies and procedures with KOBE Director of Education and Board of Directors;
- Along with the Director of Education, monitor and ensure that all tuition and accommodation agreements are in the best interest of KO students. Meet annually with partners on tuition;
- Provide support for students, parents, staff, and leaders relating to KOBE Student Services program;
- Plan annual KOBE Student Services review meetings with communities;
- Plan and participate in annual community visits. Promote the involvement of KO community members with programming;
- Implement KOBE initiatives, plans, goals, and objectives with KOBE SS;
- Travel to KO communities when required including KOBE Student Services community related initiatives such as program updates;
- Monitor and direct student health and safety practices;
- Visit all KOBE Student Services sites on a regular basis to encourage, consult, and support KO students;
- Strongly promote language, culture, and traditional land-based practices through programming, projects, and proposals; and
- Other duties as assigned.



## Requirements:

- 5+ years of education or social work-related work experience;
- Master's Degree or Equivalent Experience and training or education-related position;
- Knowledge of First Nations Education and Health issues, challenges and delivery models;
- Ability to speak one of the local dialects an asset;
- Strong interpersonal skills;
- Able to work effectively with others;
- Able to work independently;
- Strong communication skills with proficiency in developing written communication and the development and delivery of oral presentations;
- Strategically plan to deliver quality educational programming for virtual and in-person learning;
- Ability to travel frequently;
- Valid G Class license;
- Able to work flexible hours; and
- Criminal Reference Check and/or Vulnerable Person's Check required.

## Accountability:

- The KOBE Student Services Manager will be directly accountable to the Director of Education or designate.

## Remuneration:

- Salary will be based on level of education and years of experience as it relates to placement on KOBE salary grid.

KOBE would like to thank all candidates for their interest, however, only those selected for an interview will be contacted. Applicants interested in this position are welcome to submit their resume, cover letter with three recent employment references (including a letter of permission for KOBE to contact these references) to: [resumes@edu.knet.ca](mailto:resumes@edu.knet.ca)