

NOTICE OF JOB OPENING - COMPETITION #2268-12-007

EMPLOYEES OF THE SCHOOL DIVISION ARE ADVISED OF THE FOLLOWING JOB OPENING:

JOB CLASSIFICATION: Program Facilitator

WORK CENTRE: St. Frances School

DATE SUBMITTED TO SCHOOLS: January 27, 2012

JOB SUMMARY: Working as part of an integrated team, the successful applicant will facilitate programs, liaise with parents and assist in the Cree bilingual classroom. The Program Facilitator will utilize available resources to build program opportunities in areas such as: Cree language, cultural opportunities, and classroom assistance. Work hours will be assigned by the principal.

REQUIRED QUALIFICATIONS:

As per Board Policy; In addition, preference will be extended to applicants who possess the following qualifications:

- Fluent Cree speaker
- Post-secondary education in early learning.
- Experience working in an early learning environment.
- Ability to put family, parental and student engagement strategies into action.
- Commitment to ideals and principles of Catholic education.
- Experience in community development and children's programming an asset.
- Proven written and verbal communication skills.
- Ability to articulate systemic barriers facing low income families.
- Knowledge of First Nations, Métis or Inuit cultures and family systems.
- Ability to promote community engagement strategies.
- Demonstrated ability to liaise with families, volunteers, community organizations and agencies.
- Proven ability to work independently and as part of a team.
- Valid driver's licence.

TERMS OF EMPLOYMENT:

- As per Collective Agreement.
- 6.5 hours/day.
- To begin a.s.a.p.
- Salary range - \$20.05 - \$23.68 per hour.

APPLICATION PROCEDURES:

- Written applications should be directed to Human Resource Services (Fax: 659-2012).
PLEASE REFER TO COMPETITION NUMBER WHEN APPLYING.
- Electronic applications (**INTERNAL APPLICANTS ONLY**) can be submitted through the Web Portal under "Employee Self-Serve ⇒ Employment Opportunities".
- **APPLICATIONS SHOULD BE RECEIVED NO LATER THAN 4:30 P.M., FEBRUARY 3, 2012.**

POSTING OF NOTICE

POSTED BY: _____
(Signature) (Date)

