



## Job Opportunity: Special Education Coordinator

**Email to send resumes:** [hr@yekooche.com](mailto:hr@yekooche.com)

*Please attach your resume and cover letter with your email / or drop them off in the band office.*

**Published date:** August 26<sup>th</sup>, 2024.

**Deadline to Apply:** September 13<sup>th</sup>, 2024.

**Job Type:** Full-time, Permanent. *In person at the Yekooche Reserve Land*

**Salary:** \$33.00 – \$36.00 per hour

**Schedule:** Monday to Friday from 8:30a.m. to 4:30p.m. with a 40-minute mandatory unpaid lunch break.

The Special Education Coordinator is responsible to develop and implement Individualized Education Programs (IEPs), coordinate special education programs and services, and provide daily counseling opportunities for all students.

### **Duties and Responsibilities:**

- Collaborate with teachers, parents, and relevant stakeholders to develop Individualized Education Programs (IEPs) tailored to each student's unique needs.
- Ensure that IEP goals are measurable, achievable, and aligned with the student's academic and developmental objectives.
- Regularly review and update IEPs based on student progress and changing needs.
- Coordinate and oversee special education programs and services within the school, ensuring compliance with legal requirements and educational standards.
- Collaborate with teachers and support staff to implement strategies and accommodations outlined in students' IEPs.
- Provide guidance and support to educators on best practices for inclusive teaching and classroom management.
- Offer daily counseling opportunities for all students, providing a safe and supportive environment for addressing social, emotional, and behavioral concerns.
- Conduct individual and group counseling sessions to address student needs, including but not limited to academic challenges, peer relationships, and personal development.
- Develop and implement counseling interventions and strategies to promote student well-being and resilience.
- Initially focus on supporting students from kindergarten to Grade 7, while preparing to extend support to all K-12 and post-secondary levels as the school expands.
- Adapt counseling strategies and interventions to meet the developmental needs of students across different grade levels.
- Collaborate with administrators and educators to ensure continuity of support for students transitioning between grade levels or educational settings.

- Perform other related duties as required by the HeadStart Manager or Principal.

## **QUALIFICATIONS**

### **Education / Certifications:**

- Bachelor's degree in Special Education or related field.
- Counseling certification or equivalent combination of relevant experience.
- Minimum 1 year of experience in similar positions.

### **Knowledge, Skills and Abilities Specialized Knowledge:**

- Ability to regularly communicate with parents/guardians of students to aid in the healthy development of the children.
- Knowledge and understanding/or commitment to learn about the Yekooche culture and traditions.
- Demonstrated ability to work effectively with a variety of people and circumstances, and to establish positive rapport and relationships with community members, Elders, and fellow employees.
- Ability to maintain a professional demeanor.
- An understanding of issues related to confidentiality and the ability to protect the privacy and confidentiality of Yekooche First Nation, community members, clients and staff.
- Strong problem solving and conflict resolution skills.
- Demonstrated strong work ethic.

### **Conditions of Employment:**

- Ability to obtain, as per job requirement, and maintain a clear Criminal Records check clearance from the Ministry of PSSG.
- Ability to obtain positive evaluations and assessments and to effectively fulfill the responsibilities of their position as set out in their job description and employment agreement
- Must adhere the conditions set out in the Yekooche Employment Agreement
- Ability to maintain positive working relationships with the Yekooche Staff Team
- Must have a valid bank account and Social Insurance
- Must reside in Yekooche Reserve Land or be willing to relocate.

### **Benefits:**

- Extended health plan covering vision and dental at the beginning of employment
- Registered Pension Plan (RPP) with a 5% employer match at the beginning of employment
- Partially subsidized housing if required to live in the community.