



EMPLOYMENT OPPORTUNITY

SCHOOL TRANSITIONS COORDINATOR

SUMMARY:

Under supervision of the Education Partnership Coordinator, the School Transitions Coordinator will implement and coordinate the Kindergarten readiness initiatives for the Bimose Tribal Council community schools. Organize, plan and execute Kindergarten readiness program goals and objectives with an emphasis on families and community collaborations/partnerships. The goal is to have 100% of our children academically prepared for Kindergarten.

DUTIES:

- Develop and implement a detailed timeline of activities based on the goal at each center.
- Interface with all community partners and public agencies to promote services.
- Develop strong referral relationships.
- Design strategies to encourage active participation by parents, public, and private providers to ensure an array of preventive and support services for children and families.
- Work with preschool staff to integrate programs that promote Kindergarten readiness.
- Represent the Kindergarten readiness sites at all levels of policy-making and program development (i.e., district, city, regional, and state) and integrate internal and external resources.
- Establish program evaluation systems.
- Prepare reports and maintain records; review for accuracy all reports and records of participating agencies.
- Conduct needs assessment for services and support for children ages 0-5.
- Drive frequently to Bimose Tribal Council communities and schools.

QUALIFICATIONS

- Knowledge of Anishinaabe language, culture, and traditions an asset.
- BA in a human services field (i.e. social work, counseling, public administration, education, psychology) or equivalent combination of training and experience.
- Five years' experience working in, or in conjunction with, school systems.
- Experience with early childhood education and/or development.
- Understand Early Childhood Education programs.
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Valid Driver's License and ability to travel
- Criminal Records Check including a Vulnerable Persons check

Applicants must submit a cover letter, resume and three professional references by **Friday,**

October 25, 2024 at 4:00 p.m. CST.

PLEASE SUBMIT APPLICATION BY E-MAIL, ONLINE, OR FAX TO:
Human Resource Manager
c/o Bimose Tribal Council Inc.
598 Lakeview Drive
Kenora, ON P9N 3P7