THE SEVEN OAKS SCHOOL DIVISION
invites applications for

FIRST TEACHER COORDINATOR

Seven Oaks School Division is a Community of Learners, every one of whom shares the responsibility to assist children in acquiring an education which will enable them to lead fulfilling lives within the world as moral people and contributing members of society.

Project Description:

The Seven Oaks School Division First Teacher family visitation and family partnership program supports increased literacy and numeracy development for children and youth, nurtures family well-being and parenting confidence, and builds relationships with schools and the community.

The First Teacher Coordinator will work with First Teacher Family Visitors, Community Coordinators, school personnel, and community partners to build, sustain, and expand programming opportunities for families with young children.

Duties and responsibilities:

- Coordinate the work of First Teacher visitors, community partners, and schools
- Support ongoing learning of First Teacher visitors
- Strong written and verbal communication skills
- Relationship building across multiple stakeholder groups including families, school staff, community partners and stakeholders
- First Teacher event planning and promotion
- Program development and implementation
- Collaborate to develop, plan, and implement programming opportunities for the Canada Learning Bond Uptake Program

Qualifications and Skills:

- Relevant experience working with families and young children in an education or community-based setting. This experience could include supporting system navigation, supporting educational outcomes, supporting marginalized communities/families, community outreach, supporting families with young children.
- Experience in community support work, report writing, financial and budgetary oversight
- Relevant education and/or experience supporting an understanding of community development topics, social determinants of health, advocacy with children, youth, families and caregivers, early childhood learning.
- Knowledge of Indigenous, Newcomer, CFS, 2SLGBTQ+ and low SES communities and realities, with a commitment to building equity.
- Strong verbal and written communication skills with attention to detail; strong teamwork and collaborative leaning are essential
- Ability to build relationships, network and build partnerships with a variety of community members, educators and organizations
- Available to work a varied schedule; afternoons, evenings and some weekends with an ability to organize and prioritize work
- Possess a valid driver's license

This is a part time (up to 17.5 hours per week) casual position. Rate of pay is $28.33/hour

To Apply:

Submit applications to applications@7oaks.org by Tuesday, October 12, 2021 at 12:00 noon using First Teacher Coordinator in the subject line.

Please attach a cover letter and resume which includes
education background, related experience and local references.

The Division will be pleased to accept all applications, however,
only those candidates selected for an interview will be contacted by e-mail.

Employment is conditional upon successful clearance through Child Abuse Registry and Criminal Records (Vulnerable Sector) Checks. Responsibility for acquiring these lies with the employee.