

Education Coordinator

Halfway River First Nation is dedicated to creating a self-governing, inclusive community of confident, culturally-skilled lifelong learners. Accomplished educators and the support of family and community guide students to excel in educational environments, ensuring that all learners possess strong communication and numeracy skills and the ability to identify clear life paths.

The Education Coordinator provides the Halfway River First Nation education services, working with students of all ages to achieve their long-term goals. The Education Coordinator provides services for students in Elementary, Secondary and Post-Secondary school, as well as assisting with Employment Training.

The Education Coordinator's services include:

Elementary/ Secondary Services:

- Ensuring the Students are properly enrolled. That they are provided with transportation to and from school.
- The Secondary students also require Boarding Homes in Fort St John. It is the responsibility of the Education Coordinator to assist the parents with obtaining suitable accommodations for their students.
- The Education Coordinator works with teachers to provide tutoring for students who are struggling or need extra help, if that is identified.
- The Education Coordinator produces the nominal roll for INAC.
- Assist with organizing and overseeing after school activities
- Ensure the hot lunch program provides nutritious meals for the elementary students.
- Working with parents (by request) to improve education outcomes for students

Post-Secondary Services:

- Processing and intake of Post-Secondary applications from students
- Providing support to students to ensure successful completion of post-secondary studies
- Maintaining budgets and preparing funding reports to Halfway River First Nation Administration and INAC

Employment Training Services:

- Assist with training courses for community members to augment employable skills
- Applies for funding from various sources in order to obtain needed training
- Meets with community members and Halfway River First Nation Administration to determine which types of training are needed in the community

Finance & Program Maintenance Services

- Review of post-secondary funding applications

- Coordination of financial and administrative tasks required to provide funding and services to post-secondary students
- Maintenance of records and files for student information
- Maintain student confidentiality

Budgets and Report Preparation

- Annual Education Program, including Nominal Roll
- Annual post-secondary education registry report and registry report for Aboriginal & Northern Development
- Post-secondary budget projection
- Quarterly reports for administration and monthly reports for the web page

Meetings and Communication

- Attends regular staff meetings and Education Board meetings to discuss progress and planning
- Attends meetings for the amendment of the HRFN Post-Secondary Education Funding Program, HRFN Education Policy and the Terms of Reference to ensure all policies are adequate and up-to-date, and revision of all policies and program documents to reflect changes made in these meetings
- Attends planning meetings with parents and students for the HRFN Graduation Celebration

Organization and Promotion

- Organize planning for Graduation Celebration and Ceremony for all students, including fund raising for special events
- Purchasing and/or creation of decorations, gifts and food for graduation celebration, as well as printed materials for the event (brochures, invitations and achievement updates for grads and post-secondary students)
- Set up prior to and cleaning after the Graduation Celebration

Training and Proposals

- Organizing funding and placement for job experience training for secondary and post-secondary students
- Facilitation of budgeting and other life skills workshops for secondary and post-secondary school students
- Participation in Band staff and community training sessions, when required

Networking and Inter-Agency Communication

- Including Band School students in Graduation Celebration Decorations
- Liaise with SD 60 First Nation Support Workers to confirm enrollment of HRFN students

- Work with post-secondary students to ensure that all applications and policies are understood and followed
- Meet with finance and housing departments to deal with student's financial issues and concerns
- Coordination of budgets and financing for post-secondary students for supplies, tuition, books, living allowance and materials necessary for schooling
- Planning and coordination with other HRFN departments for community events and activities

For more information, please contact:

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