



Employment Opportunity Woodland Cree First Nation



Department: Education

Location: Cadotte Lake School

Position: Literacy Specialist

Number of Positions: 1

Full or Part-Time: Full-time

Application Deadline: July 26, 2024, or until a suitable candidate is found.

In pursuit of our mission to develop and maintain a self-supporting community for our children, Woodland Cree First Nation (WCFN) is proud to begin administering and operating Cadotte Lake School for the 2024-2025 school year.

The Literacy Specialist will work with students from kindergarten to grade twelve. The ideal candidate will have a strong background in literacy education and a commitment to helping every student achieve their full potential. The Literacy Specialist will collaborate with teachers, support staff, administrators, and parents to develop and implement effective literacy interventions and support strategies.

Under the guidance of the Principals our Literacy Specialist will:

- Assess the literacy needs of students and develop individualized literacy plans.
- Provide direct instruction to students using evidence-based methods and materials.
- Collaborate with classroom teachers to integrate literacy support into the general education curriculum.
- Monitor and evaluate student progress and adjust interventions as needed.
- Provide professional development and training for staff on literacy strategies and interventions.
- Communicate regularly with parents and guardians about student progress and ways to support literacy development at home.
- Maintain accurate records and documentation of student progress and interventions.
- Stay current with research and best practices in literacy education and apply this knowledge to support student learning.

Qualifications:

Education and Experience

- Post Secondary education in related field including Structured Literacy and Reading Science, Education, etc.
- Experience working as a Literacy Specialist or in a similar role preferred.

- Strong knowledge of literacy development, assessment, and intervention strategies.
- Experience working with students with diverse learning needs and backgrounds.
- Excellent communication and collaboration skills.
- Ability to work independently and as part of a team.
- Commitment to ongoing professional development and learning.

Demonstrated Skills and Competencies

- Strong work ethic.
- Ability to relate well with students, staff and parents.
- An ethic of service to students, colleagues, and community.
- Strong interpersonal skills combined with the ability to create positive relationships and establish rapport.
- Trustworthiness and integrity.
- Commitment to fostering collaborative working relationships.
- Ability to manage professional learning time and be a self-starter.
- Commitment to personal lifelong learning.
- Proven leadership ability and attendance.
- Excellent listening skills and ability to maintain a positive attitude.
- Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children.

Compensation and Benefits:

- Salary range is \$70,000-\$85,000 annually
- Tentative start date is August 26, 2024
- On-site housing available (single/family)
- Generous holiday schedule
- Retention bonus
- Relocation assistance
- Professional learning allowances
- Strong, supportive First Nations community

How to Apply:

Please forward your cover letter and resume to hr@woodlandcree.net by the deadline noted above. Include the position you are applying for in the email subject.

It is a condition of employment that all candidates provide a criminal record check and a vulnerable sector check.

Woodland Cree First Nation is an equal opportunity employer and welcomes all applications. We would like to thank applicants for their interest in this opportunity. Only candidates selected for an interview will be contacted.