

Na-Cho Nyäk Dun First Nation (FNNND)



<u>Position Title:</u>	Student Advocate
<u>Department:</u>	Education, Youth & Daycare
<u>Supervisor:</u>	Manager, Education
<u>Date:</u>	July 2022
<u>Status:</u>	Regular Full-time Indeterminate
<u>Classification:</u>	Level 5

A. Job Summary:

Reporting to the Manager, Education the Student Advocate, JV Clark School will be the communications link between the school, the community, principal, parents, teachers, students and NNDFN Council; will promote cultural growth for First Nation students from K-4 to Grade 12, which will assist them in their academic success within the school setting and support them to remain in school. The Student Advocate, JV Clark School may be required to work irregular hours.

B. Main Duties:

1. Providing support for First Nation students and families through:
 - i. Organizing necessary school supplies
 - ii. Providing one on one support for students when necessary
 - iii. Being an advocate for First Nation students by supporting and providing guidance for them during administrative and teacher interactions
 - iv. Encouraging student attendance
2. Acting as a resource of NND ways of knowing and doing for educators at the school by:
 - i. Supporting the Northern Tutchone Language Teacher
 - ii. Encouraging and helping teachers have more NND ways of knowing and doing within their classrooms and lesson plans
 - iii. Providing knowledge of the NND community to help connect, recruit, and schedule Elders and other NND knowledge holders who can come into the school
3. Acting as a link between JV Clark School and NNDFN by:
 - i. Attending all community meetings regarding K-12 education
 - ii. Assisting First Nation parents to participate in Parent-Teacher Interviews
 - iii. Visiting with families to focus on setting student and family goals pertaining to improved school success and support
4. Keeping NNDFN informed by:
 - i. Monitoring student attendance, student behavior in classrooms and success rates for parents
 - ii. Providing statistic reports to the Education Manager as required, (i.e., enrollments, drop-outs, absentees, etc.)
5. Other duties may arise as needed.

C. Impact / Accountability:

The Student Advocate requires minimum supervision and is relied upon as a technical expert in achieving established objectives and responsibility for the successful delivery of NNDFN culture, language, and histories at JV Clark School. The candidate will also provide support for teachers and administrators in the developing curricula and Indigenous programming which requires extensive planning, coordination, partnerships, and regular collaboration with multiple parties.

D. Decision Making:

Goals, objectives, and long-term priorities for this position are established by the Education Manager. The position is expected to act independently on a routine basis, provide support to JV Clark staff and students and to deal with challenges, needs and issues as they arise. The incumbent is expected to support in the design and implementation of regulatory programming with cultural, language and heritage programming.

E. Key Personal Contacts and Nature of Contacts:

<i>Who</i>	<i>Nature of Contact</i>
Elders	Traditional cultural rules apply, help bring them into the school
NND Citizens	Exchange information with regarding projects/events.
Chief and Council	May be asked to exchange information with regarding projects or events.
Manager, Education, Youth and Daycare	Will receive direction from and report to.
JV Clark Staff	Will work with on projects and daily duties to see NNDFN throughout JV Clark School.
Outside Organizations	Will deal directly with in meetings and conferences.
Students	Will provide support.
Parents/Guardians of children	Exchange information with regarding projects/events and their children while maintaining confidentiality.

F. Working Conditions:

The position is located JV Clark School, the surrounding grounds, with occasional trips to the FNNND Government office. The Student Advocate is expected to function in a courteous and tactful manner and be able to handle several projects/events at the same time, which can be stressful. Concentration is often required when performing administrative tasks. There may be the requirement to deal with individuals with substantially different values and beliefs, and emotional or angry parents/guardians with the occasional need to deal with formal complaints regarding staff or services. Working with children can also be stressful with the occasional need to respond to emergencies, injuries, or medical related issues.

G. Qualifications, Experience and Technical Skills:

1.) Education & Experience:

- Successful completion of Grade 12 (or equivalency)
- Knowledge of Yukon First Nations government, histories, culture, traditions, demographics, goals, and aspirations (specifically NNDFN)

2.) Office Equipment Skills:

- Computer skills (Microsoft Office)

- Phone, fax, copier
- General office procedures and filing

3.) Management and Administrative Skills:

- Ability to set goals, objectives, strategies, and work plans and implement them
- Leadership, supervisory, decisiveness, problem-solving, and team building skills
- Strong written and oral skills
- Time management, event planning, facilitations, and management skills
- Research and analytical skills
- Conflict resolution and problem-solving skills while maintaining confidentiality
- Office management and administration skills

4.) Interpersonal Skills:

- Ability to work effectively in a team environment
- Ability to work independently with minimal supervision
- Ability to build and maintain good internal relationships with school staff, NND Government employees, and children and their parents/guardians
- Ability to foster trust and participation at the community level
- Use discretion, good judgement, flexibility, tact, and diplomacy
- Mentoring skills and ability to motivate
- Ability to maintain a positive, friendly, respectful, and professional demeanor in stressful situations while demonstrating sound judgement
- Ability to work with children and be a positive role model while also being aware of social issues related to the community

H. Personal Suitability:

This position requires an individual who is genuinely interested in the development and success of children within the community. This individual must be able to participate with a team of children, parents/guardians, volunteers, co-workers and community members with energy, motivation, and patience. They must demonstrate reliability and confidence.

I. Conditions of Employment:

- Oath of Confidentiality and Code of Conduct
- Security Clearance
- Valid Class 5 Driver's License and Driver's Abstract

J. Job Description Approval:

I have read and agree with this job description.