



## JOB POSTING-PSSP

**POSITION TITLE:** Indigenous Graduation Coach (Secondary) – Summer Semester  
**LOCATION:** TR Leger  
**REPORTS TO:** Principal of Summer Semester  
**SALARY:** \$29.02/hr - \$40.03/hr, commensurate with experience  
**START DATE:** June 29, 2021  
**POSTING CODE:** PSSP-2021-11

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### JOB SUMMARY:

Under the direction of the Principal of Summer Semester, the Indigenous Graduation Coach will assist with leading and implementing programs, services and other supports to meet the unique needs of Indigenous students and their families, with a focus on student success and graduation. This position will provide intensive supports to Indigenous learners and their families whose goals are obtaining an Ontario Secondary School Diploma and successfully transitioning into post-secondary education, training or labour market opportunities. The Indigenous Grad Coach will continue to support student learning towards the graduation process during the Summer Semester time period specified within this posting.

The Indigenous Graduation Coach acts as a mentor and an advisor to Indigenous students, facilitating access and referrals to academic supports, community and school resources to provide integrated support for student achievement and well-being. As a member of the school team, the Indigenous Graduation Coach will play a crucial role in assisting summer semester staff to support student learning and achievement, well-being and graduation rates for Indigenous students.

### QUALIFICATIONS:

#### Education

Diploma in Social Sciences, Indigenous Studies/Service, Indigenous Family Support/Community Worker, or related field, or an equivalent combination of education and experience, working and supporting youth.

#### Experience

Familiarity with local Indigenous culture, tradition and language and a minimum of 2 years' experience working with Indigenous youth, their families and communities is required.

## **SKILLS REQUIRED:**

- Demonstrated ability to motivate students to stay engaged
- Excellent written and verbal communication skills
- Possess strong organizational skills
- Well-developed interpersonal skills with a strong student focus
- Ability to travel for school board related business
- Ability to work effectively in a multi-disciplinary team, willingness to be flexible and able to work cooperatively with others
- Ability to work independently with minimal supervision
- Ability to safeguard and handle confidential information
- Proficient in use of word processing, e-mail, Microsoft Teams and Internet software

## **DUTIES & RESPONSIBILITIES:**

Working directly within schools serving Indigenous students to support and mentor students transition into secondary school, as well as their ongoing development and pathway to graduation, the Indigenous Graduation Coach's responsibilities include:

- Completes a needs assessment to identify barriers to student success, works on strategies to remove them to better able Indigenous students to engage in school and to facilitate their learning, well-being and academic achievement.
- Establishes trusting relationships with Indigenous students, their families and communities, so they have a greater level of confidence in the efficacy of the students' education.
- Enhances the collective knowledge of educators to improve their ability to serve Indigenous students.
- Works with teachers, school staff, families and communities, using existing school structures to advocate for the needs of each learner and to assist in interventions to remove barriers to student well-being, engagement and learning.
- Communicates in real-time with the summer semester team for timely interventions to remove barriers to student well-being engagement and learning, encourages a sense of belonging in the school community
- Enhances a welcoming, supportive space building close, supportive relationship with students, families and communities
- Focuses on building positive relationships with Indigenous students including mentoring, transitions, culture, career planning, academics and parent engagement.
- Leads and implements programs, services and other supports to meet individual student needs and remove barriers necessary for students to thrive.
- Assists the school and the Indigenous Education central team (i.e. Program Leads and in-school opportunities) in the coordination of cultural opportunities for students.
- Assists the school and the Indigenous Education central team in the tracking of student data.
- Builds/establishes relationships with the Indigenous communities which may include, but not limited to supporting new contacts for cultural presenters and

knowledge keepers to support board and system programming and experiential learning opportunities. Assists students in connecting with community resources.

- Works with community partners to establish opportunities for students.
- Locates and creates opportunities to build relationships with Indigenous students and families through community events.
- Works alongside the school team and the Indigenous Education system team to provide seamless pathways to supports inside and outside the school.
- Actively participates in case management to student attendance, achievement and well-being data, upon request.

*Interactions will be largely digital but may include some face-to-face, subject to the recommendations/requirements of local health authorities regarding social distancing.*

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## **HOW TO APPLY:**

**Applications (including covering letter and résumé) are to be submitted via email to [careers@ucdsb.on.ca](mailto:careers@ucdsb.on.ca) not later than 4pm on May 19, 2021.**

\*All applicants will be considered; however, only those to be interviewed will be contacted.

No late submissions will be considered.

*The Upper Canada District School Board (UCDSB) is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. UCDSB is committed to providing accommodations [for people with disabilities]. If you require an accommodation, we will work with you to meet your needs. This would be facilitated upon receiving an interview and would be done by contacting Human Resources at [askuchr@ucdsb.on.ca](mailto:askuchr@ucdsb.on.ca).*