



Kinooaadziwin Education Body
MASTER EDUCATION AGREEMENT – MULTI-YEAR ACTION PLAN
COORDINATOR
Job Description

Summary

The Multi-Year Action Plan (MYAP) Coordinator reports to the Director of Education for the Kinooaadziwin Education Body (KEB). The MYAP Coordinator supports the overall implementation of the Master Education Agreement (MEA), between the Participating First Nations of the Anishinabek Education System, the KEB, and Ontario. This individual works closely with the Anishinabek Education Services Manager and the Joint Master Education Agreement Committee (JMEAC), and is responsible for coordinating the planning, implementation, monitoring, and reporting of the Multi-Year Action Plan.

DUTIES AND RESPONSIBILITIES:

Leadership and Planning

The MYAP Coordinator oversees the implementation of the MEA, the MYAP, the Transfer Payment Agreement, the Data and Information Sharing Agreement (DISA), the Tripartite Memorandum of Understanding, and the KEB-EDU Communications Protocol, as well as other key documents as outlined in the *MYAP Guide*. The MYAP Coordinator provides leadership in the “Learning as we Go” process, which supports the overall evaluation of the MEA, MYAP, and DISA.

Reporting and Accountability

The MYAP Coordinator is the lead responsible for the following activities:

- supports the amendment of the Transfer Payment Agreement between the KEB and the Province of Ontario;
- supports the negotiations of future Transfer Payment Agreements or other funding agreements;
- monitors the MYAP and records amendments, reporting these quarterly to the JMEAC;
- drafts the JMEAC quarterly report;
- provides monthly written reports to the Director of Education of the KEB, and to the Regional Education Councils on the implementation of the MYAP;
- maintains and monitors project plans, project schedules, budgets and expenditures for MYAP projects;
- maintains documentation and conducts follow-up on actions and decisions arising from meetings related to the MEA implementation;
- reports to the Board of Directors on special projects and the implementation of the Master Education Agreement;
- reports to the leadership of the Anishinabek Education System at regular membership meetings; and
- assesses project risks and issues and provides solutions to the Director of Education and Board of Directors.

Advocacy and Liaison

The MYAP Coordinator advises and supports the Director of Education on matters of education policy and advocacy, participates in appropriate committees, and provides input into provincial and national policy development. Responsible for being the primary liaison with Ontario on the implementation of the MEA, the MYAP Coordinator provides recommendations and guidance to the Director of Education on matters

requiring political and strategic direction. As requested by the Director of Education, the MYAP Coordinator may attend educational and political meetings with various AES partners to provide updates, conduct presentations, and collect feedback from various audiences.

Board & Committee Support

The MYAP Coordinator oversees the ongoing operation of the MEA committees, including planning, attending, and participating in meetings, and following up on matters arising from meetings with the following committees:

- Joint Master Education Agreement Committee;
- MEA Technical Table;
- Data Research and Evaluation Committee;
- Special Education Committee; and
- other committees and Working Groups as identified by the Director of Education.

Communications

The MYAP Coordinator works with the Senior Operations Manager and the Communications Officer to develop various communications related to the MYAP and the MEA. This position also develops MYAP-specific content for the communications staff to include in KEB publications, reports, social media, PFN updates, and other materials.

Other Duties

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications, establishing personal networks, and participating in professional organizations/societies.

As required by the Director of Education, the MEA MYAP Coordinator will perform other duties as assigned.

THE REQUIREMENTS

This position requires an individual with the following knowledge, skills, and personal characteristics.

Essential Qualifications

- Knowledge of provincial educational standards
- Knowledge of Anishinabek culture, history, and practices
- A comprehensive understanding of Indigenous education
- Excellent verbal and written communications skills
- Proven political acuity
- Strong facilitation and presentation abilities
- Experience working in a team setting
- Excellent organizational and multi-tasking skills
- Proven abilities in computer literacy (Word, PowerPoint, Excel, etc.)
- Strong interpersonal skills
- Dependability, reliability, and adaptability to changing circumstances
- Creativity and innovation
- Valid driver's license and a satisfactory criminal records check
- Understanding of Indigenous politics and advocacy

Preferred Qualifications

- Ability to speak Anishinaabemowin (Anishinaabe language) or willingness to learn

Experience and Education

- Graduate degree in Education
- Ontario College of Teachers member
- Experience in policy development, preferably education policy development
- Experience in curriculum development
- Extensive experience in project management

Hours of Work

The hours of employment will be between 8:30 am and 4:30 pm. The nature of this position is such that some overtime with notice will be required and possibly work on weekends or during the evenings. All employees will comply with KEB Personnel and Financial Policies.

Location

This position's preferred location is the KEB head office in Nipissing First Nation, however, remote flexibility may be accommodated. Details of the location and office will be dependent on the successful applicant, pursuant to the KEB policies.

Salary

To commensurate with experience and education, in accordance with the KEB's Compensation Policy.

Closing Date

Applications for this position will be accepted until 12:00 p.m. on **Friday, July 9, 2021**.

Please submit your covering letter, resume, and three references to:

Andrea Crawford, Senior Operations Manager
Kinooaadziwin Education Body
100-132 Osprey Miikan
North Bay, ON P1B 8G5
705-477-4149
Email: andrea.crawford@a-e-s.ca

* Preference will be given to members of the [Participating First Nations](#) or those of Indigenous ancestry. Only applicants selected for an interview will be contacted.