****

**Employment Opportunity – Full Time**

**Education 8-12 Education Case Manager**

**The Position**

Under the general supervision of the Director of Education, the 8-12 Manager will provide support to matters related to education by overseeing the case management list of shíshálh Nation students ages 8-12, but not limited to developing, documenting, planning, and implementing education and mental health programs where necessary to best support the needs of the students. This position will report to the K-12 Education Manager.

### Duties Include, but not limited to:

**Planning**

* Assist with the preparation of the Education Division annual and long-range plans, and related implementation strategies.
* Develop and implement annual CORE plans and related budgets for the 8-12 student case list of the Education Division and its various programs and initiatives.
* Plan and coordinate with the recreation coordinator, programs that support the overall wellbeing of grade 8-12 shíshálh Nation students.
* Assist with Learning Circles planning and implementation for grades 8-12.
* Monitor activities (mental health check ins, academic check ins), on a weekly to monthly basis depending on the need of the K-7 shíshálh Nation students.
* Review action plans on a weekly basis and provide weekly/daily (if immediate action is needed) feedback to the Education Director and/or the K-12 Education Manager on necessary action for the benefit of shíshálh Nation students.
* Seek, when necessary and approved, input on student issues from parents, guardians, students, and teachers.
* Partner and communicate with SD46 where needed/requested for student support.
* Thorough knowledge of education principles and an understanding of the variety of supports offered to 8-12 students.
* Broad knowledge and understanding of 8-12 student needs.

**Qualifications, Skills and Abilities:**

* Minimum of a Bachelor of Education or Bachelor of Social Work or a bachelor’s degree in a related field.
* At least 2 years of classroom experience and 2 years’ case management experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the role successfully.
* A comprehensive understanding of First Nations 8-12 students and First Nations issues in British Columbia.
* Knowledge and appreciation of First Nation people and how culture impacts the development of young children and youth.
* An in-depth knowledge of principles, techniques, and training methods used in education from grade 8 to grade 12.
* Advanced critical thinking, organizational and problem-solving skills.
* Strong verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.

**A full job description is available upon request. If you are interested in the position, send your cover letter and résumé to Shree Comar, HR Generalist at:** [**scomar@shishalh.com**](mailto:scomar@shishalh.com)

Preference will be given to qualified shíshálh band members, community members, and other First Nation’s members, Inuit, and Métis. We sincerely thank all applicants for their interest in the position, however only qualified applicants will be contacted for an interview.