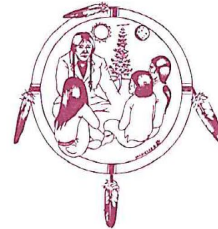


Ahkwasasne Mohawk Board of Education

P.O. Box 819, Cornwall, Ontario K6H 5T7 or
169 International Road, Akwesasne, Ontario K6H 0G5
www.ambe.ca Tel: (613) 933-0409



JOB POSTING SECONDARY STUDENT SERVICES COORDINATOR Indefinite Hire

Classification: AMBE Facilitator Grid

The Ahkwasasne Mohawk Board of Education (AMBE) was created in 1985 by the Mohawk Council of Akwesasne (MCA). AMBE is responsible for providing educational services to the Akwesasne Mohawk Community, including; 3 Schools that offer K4 to Grade 8 education; coordination of secondary education services in partnership with local school boards; adult education services; and post-secondary assistance. The Akwesasne Mohawk Community includes about 13,000 Peoples, and borders on the Canadian Provinces of Ontario and Quebec and the American State of New York.

POSITION SUMMARY:

Under the supervision of the Director of Education, the Student Services Coordinator will provide student services such as personal, academic and career counseling to high school native students who are enrolled members with the Mohawks of Akwesasne. The incumbent will also be responsible for the management and facilitation of the Literacy and Basic Skills (LBS) program at Iohahiiio.

QUALIFICATIONS:

- Bachelor of Education with three (3) years leadership experience;
- OR**
- Four (4) year degree in Sociology or Psychology with five (5) years leadership experience;
 - Must be knowledgeable with academic requirements of the Upper Canada District School Board and the Catholic School Board in Ontario

KEY COMPETENCIES:

The Student Services Coordinator will demonstrate the AMBE key values of: ***integrity, equity and accountability*** with a focus on:

- **Teamwork:** Working collaboratively and productively with others to achieve results;
- **Service Oriented:** Meeting or exceeding student and school needs;
- **Communication:** Clearly conveying and receiving messages;
- **Results Orientation:** Knowing what results are important, focusing resources to achieve them;
- **Planning:** Setting clear outcomes and indicators of success;
- **Cultural Awareness:** Understanding of, and sensitivity to, the distinct Akwesasne Mohawk community, culture and language.

All interested applicants must submit a letter of interest, resume and copies of all certificates/diplomas, and a copy of their valid driver's license **no later than 2:00 p.m., Wednesday March 11, 2020 to:**

Lynn Roundpoint
HR Generalist / Labor Relations
Ahkwasasne Mohawk Board of Education
P.O. Box 819

Cornwall, ON K6H 0G5
or hand deliver to AMBE Office behind Peace Tree Mall
email: lynn.roundpoint@ambe.ca

- Applicants must clearly outline that they meet the qualification requirements on their application and resume.
- A criminal records check is MANDATORY at the time of offer of employment.
- Native Preference in Hiring.
- Applicant MUST have a Canadian Social Insurance Number.
- **Only those selected for an interview will be contacted.**

All AMBE employees are required to be eligible to work in Canada, and have a valid passport to facilitate daily border crossing.