



Employment Opportunity

- Position:** Accessibility Coordinator (1 position)
- Location:** Rainy Lake Campus (in Fort Frances area) or Manidoo Baawaatig (Kenora Campus) – work location based on location of incumbent
- Start Date:** August / September 2024
- Wage:** As per Teacher wage grid (commensurate with Education, Additional Qualifications and Experience. Position is eligible for Ontario Teacher Pension Plan.
- Deadline:** May 21, 2024 at 4PM CDT
- Duration:** Permanent
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How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



Email:

Attn: Human Resources
Department
human.resources@7generations.org



Fax:

Attn: Personnel
Committee
(807) 274-8761



Mail:

Attn: Personnel Committee
Seven Generations Education
Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6

Please direct any questions regarding this opportunity to Human Resources at human.resources@7generations.org. We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

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Accessability Coordinator

Job Description

General description

As a member of the Accessability Department, the Accessability Coordinator will be responsible to guide and assist classroom teachers in supporting students with additional needs. The incumbent will provide guidance and direction in the areas of special education, student success and accessability. They will administer testing to students as needed to determine strengths, needs, and to assist in the referral to outside agencies for possible identification of students with special needs. The Accessability Coordinator will also support the classroom teacher in the development of accommodation plans, safety plans, transition plans, etc., as well as provide recommendations and instruction on assistive technology to support student achievement.

Qualifications and skills requirements

1. Minimum of a 3-year University Undergraduate Degree as well as well as a University Degree in Education required.
2. Certification with Ontario College of Teachers, or able to obtain certification, required.
3. Additional Qualifications - Specialist in Special Education required, or willingness to obtain within specific timeframe.
4. Training in Behaviour Management Systems or Crisis Prevention is an asset.
5. 1-3 years experience as a Special Education Teacher.
6. Experience working with or collaborating with Indigenous organizations preferred.
7. Experience working with and supporting the needs of indigenous learners required.
8. Knowledge of assistive technology software and appropriate accommodations for individualized learning.
9. Knowledge of human rights, accessability, education, privacy and health and safety legislation preferred.
10. Highly developed communication skills, both written and verbal.
11. Ability to build and maintain strong working relationships.
12. Proficiency utilizing word processing and spreadsheet software.
13. Ability to solve problems with creative thinking.
14. Excellent organizational skills.
15. Ability to adapt to a changing environment.



16. Must be able to provide service in a culturally sensitive and culturally appropriate manner.
17. Knowledge of Anishinaabemowin and Anishinaabe culture is an asset.

Supervisor: Accessibility Leader

Job duties/responsibilities

Major

1. Provide support to instructional staff in accommodating educational programs for students with special needs in all departments (K-12, Post Secondary, Training and Language).
2. Collaborate with instructional staff to create accommodation plans, safety plans, transition plans, behaviour plans, etc. as required.
3. Administer and report on the academic portion of psychoeducational tests under the direction of the Accessibility Leader.
4. Attend case conference meetings as required.
5. Provide guidance to staff on effective classroom strategies for students of various learning modalities.
6. Assist with the digitization of courses and lessons as well as the integrations of various technologies for instruction.
7. Collaborate with students, staff, parents (under 18 yrs), to track student progress.
8. Support with the adaptation of learning materials to support student needs.
9. Coach other professionals who work with students with additional needs.
10. Attend professional development training and use that information in daily duties.
11. Support with assessment of students as proctors and monitors of examinations, including the administration of testing accommodations.
12. Provide training to new teachers and instructors as required.
13. Coordinate services for students within various programs within SGEI and with outside agencies.
14. Other duties as assigned.

Relationships



Internal

1. Work with Teachers, Principals, Post Secondary Coordinators and Instructors, Training Instructors, Language Instructors.
2. Work with finance and IT departments as required.
3. Work with other Learning for All staff to collaborate on the development of projects and programs.

External

1. Liaise with project and program partners.
2. Work with external contractors (e.g. Psychologist).

Working conditions

- Incumbent typically works indoors in climate-controlled conditions.
- Frequent travel will be required to other campus and classroom locations in the Seven Generations Education Institute service area.
- May be exposed to behaviourally difficult students or clients on occasion.
- Manual dexterity is required to input data, prepare budget, contracts and procurement documents with a moderate requirement to maintain speed and ensure accuracy.
- Occasional lifting of up to 25 lbs required.
- Incumbent varies between alternating positions of sitting and standing with the ability to change positions.

Conditions of Employment:

- Valid Class 'G' Driver's License
- Ability to provide satisfactory vulnerable sector screening check.
- Must maintain certification in good standing with Ontario College of Teachers (OCT).