



# Employment Opportunity

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**Position:** Indigenous Student Guidance Counsellor - Grades 7 and 8

**Location:** Fort Frances High School, Fort Frances, Ontario

**Start Date:** December 2024

**Deadline:** November 21, 2024 at 4pm CST

**Wage:** \$35.92/hour, based on 32.5 hour work week

**Duration:** Full-time 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](mailto:human.resources@7generations.org)



**Mail:**

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



**Fax:**

Attn: Personnel Committee  
(807) 274-8761

Please direct any questions regarding this opportunity to Sean Taggart, Director of K-12 at [seant@7generations.org](mailto:seant@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.



## Indigenous Student Guidance Counsellor

### Job Description, Fort Frances High School Grades 7 and 8

#### General description

To provide guidance and academic planning for Anishinaabe Students who attend the public education institute for elementary education, specifically grades 7 and 8. To be a team member who works effectively and efficiently within the guidance office and student services within the school.

#### Qualifications and skills requirements

1. Completion of Two-year post-Secondary Diploma
2. One to three years of counselling or related experience, preferred
3. An equivalent combination of education and experience may be considered on a case-by-case basis
4. Caring and compassionate attitude in dealing with student problems
5. Highly developed interpersonal skills, including the ability to develop effective working relationships with supervisors, co-workers and community partners
6. Ability to accept new work assignments positively
7. Intermediate level of proficiency using spreadsheet, word processing, database, and email applications
8. Demonstrated ability to respect and maintain privacy and confidentiality
9. Knowledge of mental health supports an asset
10. Knowledge of special education and human rights an asset
11. Familiarity with Anishinaabe traditions, customs and values
12. Fluency in Anishinaabemowin preferred

**Supervisor:** Principal of Fort Frances High School – Intermediate (RRDSB) Director of K-12 (Seven Generations)

#### Job duties/responsibilities

1. Greet and interact with students throughout the day
2. Communicate regularly with students to monitor and assess progress Support students with transition to high school
3. Communicate regularly with students and work with them to solve problems of an academic and/or personal nature brought forward by the student, or as otherwise, directed, mandated or prescribed
4. Through modelling a positive example, provide leadership and direction, and be a role model for students
5. Helping students focus on their learning goals and begin to look at career planning
6. Communicate regularly with school personnel, especially the special education department Assist in providing pro-active solutions to resolve problems and connecting students with available supports for both special education and mental health



7. Develop and maintain trust of students, parents, and teachers
8. Visit classrooms on a frequent basis to support relationship building and make students aware of available services
9. Maintain the confidentiality of all student information in accordance with all applicable legislation as well as SGEI and RRDSB policy and procedure
10. Provide support for students who are having difficult time; encourage and support them when they are sharing their problems
11. Ensure that students who are attending a new school for the first time are properly supported and oriented
12. Assist in the tutorial process and special education assistance for students in need; when required
13. Participate in the IEP Process with the teachers and students in need of program modifications
14. Communicate with the First Nation Education Counsellors, parents and/or guardians
15. Be visible and accessible in the school environment (relationship building, gaining rapport)
16. Assist in the Grade Eight (8) transition process
17. Attend meeting(s) as required; monthly education counsellors meeting(s), attend parents night and attend scheduled staff meeting(s)
18. Adjust to change and accept new work assignments positively
19. Compile statistics, relating to students in accordance with applicable legislation as well as SGEI and RRDSB policy and procedure
20. Schedule organized recreational and/or social events, as deemed appropriate
21. Refer students to other health and social service agencies, when appropriate
22. Contribute to newsletters
23. Attend extra-curricular activities; act as a guidance counsellor/chaperone on school related activities
24. Organize and schedule events for the Indigenous Awareness week
25. Attend Professional Development Workshops/opportunities provided by SGEI and RRDSB
26. Must follow SGEI's personnel policy and related RRDSB's personnel policy
27. Work in accordance with applicable health and safety legislation as well as policies and procedures
28. Other duties as may be assigned from time to time

## Relationships

### Internal

- Interact with students and peers
- Interact with other counsellors
- Interact with teachers and other school personnel

### External

- Interact with other agencies providing student support
- Interact/communicate with other Seven Generations Education Institute staff members
- Interact/communicate with the First Nation Education Counsellor(s)
- Interact/communicate with the Parents/Guardians of our students



## **Working conditions**

1. The position requires a moderate degree of manual dexterity using computers and peripherals, for data entry with moderate requirements for both speed and accuracy
2. A high degree of concentration is required for short to moderate periods of entering data, attending meetings or counselling students
3. Position is subject to occasional periods of high demand
4. On rare occasions, overtime may be required Overtime must be approved by supervisor prior to being accrued
5. Works indoors in climate controlled, private or semi-private office settings, may be exposed to moderate levels of noise on occasion
6. On occasion, incumbent may experience periods of stress when dealing with students in distress
7. May be exposed to behaviourally difficult students on occasion including violent behaviour on rare occasions
8. When required, may have to lift up to 10 pounds
9. Works requires alternating between sitting and standing positions, with frequent repetitive movements
10. Occasional requirement for travel

## **Conditions of Employment**

- Must provide a satisfactory vulnerable sector check