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EMPLOYMENT OPPORTUNITY SPECIAL EDUCATION SUPPORT TECHNICIAN

The Chiefs of Ontario is inviting applications for the position of Special Education Support Technician. Under the supervision of the COO Director of Education, The Special Education Support Technician is responsible for assisting First Nations and First Nation organizations with effective use of funding provided to support special education, understanding and addressing capacity issues around special education delivery and the collection and analysis of information related to improving special education programs for First Nation learners along the lifelong learning continuum.

LOCATION: Hybrid

DUTIES AND RESPONSIBILITIES:

- Analysis of Indigenous and Northern Affairs Canada (INAC) and First Nation data on Special Education.
- Analysis of current Special Education methodology.
- Liaise and strengthen relationships between First Nations, Tribal Councils, Provincial Territorial Organizations (PTOs), provincial education systems and INAC.
- Increase understanding of current Special Education methodology through direct contact with First Nation communities including workshops/training sessions.
- Identify barriers, challenges and issues associated with Special Education programs and support at First Nation community and school level.
- Attend Ontario First Nation Special Education Working Group meetings as required to collaborate on the development of recommendations to improve the delivery of Special Education to First Nation learners.
- Collaborate and share information with other Special Education Support Technicians in the Ontario Region.
- Understand, maintain and update the High Cost Special Education Program (HCSEP) Toolkit.
- Assist HCSEP recipients with HCSEP Needs-based applications, reports and funding allocation processes as required.
- Assist in review and/or development of community Special Education Policies/Plans, including IEP development procedures.
- Provide capacity building through annual Special Education Sharing Forums, webinars, workshops, and professional development sessions.
- Assist with special education activities as identified by individual First Nations communities.

- Develop and deliver strategic Special Education presentations, workshops, or professional training for First Nations schools/communities /organizations.
- Provide in-person support to First Nations communities or organizations when requested.
- Develop special education resources to support First Nations schools, students and families.
- Create and maintain an online repository of special education resources.
- Maintain regular communication with First Nations communities and/or organizations.

RELEVANT SKILLS:

- Relevant post secondary education.
- Knowledge of First Nation traditions, cultures, and values; understand the history and relationship between First Nations and the Crown.
- Extensive experience with the First Nation and provincial Special Education programming and policies.
- Extensive understanding of the diversity among First Nations.
- Self-motivated and able to work independently with limited supervision in a fast-paced environment.
- Possess organizational, communications skills and the ability to multi-task.
- Ability to research information from various sources.
- Experience with computer software applications Word, Excel and Power Point.
- Experience with data collection and analysis.
- Valid driver's licence and able and willing to travel regularly.
- Preferably fully vaccinated against COVID 19.

BENEFITS:

- Hybrid Work Arrangement
- Two (2) Weeks Paid Time Off for December Holiday Break
- Two (2) Weeks of Paid Vacation per Year, Progressively Increasing After Years of Service
- Three (3) Weeks of Paid Sick Leave per Year
- Five (5) Days of Personal Time per Year
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, a Health Spending Account, Short-/Long-Term Disability, and Life Insurance

DURATION: ASAP – March 31, 2026 (with potential for renewal based on funding)

APPLICATION DEADLINE: Open until filled

Send letter of application, resume and include two references marked confidential to:

Ashley Nardella, Human Resources Manager
Email: opportunities@coo.org

Interviews will be held in Zoom. While we appreciate all applications, only those candidates short-listed for an interview will be contacted.

Successful candidate must be eligible to work in Canada.