



IDENTIFICATION

Department	Position Title	
Commission scolaire francophone des Territoires du Nord-Ouest	Cultural Facilitator	
Position Number	Community	Division/Region
95-16033	Hay River	Hay River

PURPOSE OF THE POSITION

The Cultural Facilitator is responsible for coordinating cultural projects to promote student and staff identity development, and to grow Francophone spaces in the Commission scolaire francophone des Territoires du Nord-Ouest (CSFTNO) schools and in the community.

SCOPE

The Cultural Facilitator is located in Hay River and reports directly to the Principal. The Cultural Facilitator designs, plans and organizes cultural and Indigenous activities for the CSFTNO's students in accordance with the Francophone and Community Space priority area in the CSFTNO's Strategic Plan.

The Board of the CSFTNO is the governing education body for the CSFTNO as legislated under the *Education Act*. The CSFTNO Board consists of three elected trustees each from Hay River and Yellowknife. The CSFTNO serves approximately 235 students in two schools (École Boréale in Hay River and École Allain St-Cyr in Yellowknife). The CSFTNO has a staff of approximately 47 administrators, teachers and support staff and has a budget of over \$6 million. The Superintendent and staff provide professional advice, educational, administrative, technical and financial services, and support and assistance to the CSFTNO Board, school administrators, staff, stakeholders, members of the public, and particularly to students and their families in order to ensure the delivery of quality educational programs and services.

RESPONSIBILITIES

1. The Cultural Facilitator is responsible for planning and coordinating cultural activities at the CSFTNO's schools:

- Assist the principal and staff in planning and coordinating cultural activities for elementary and secondary students.
- Plan and acts as a resource person to facilitate sociocultural and promotional activities in cooperation with school staff.
- Assist school staff in coordinating intramural activities.
- Develop innovative approaches in planning and organizing cultural activities.
- Assist in developing a cultural education philosophy for the CSFTNO and assist in developing professional development activities in those areas.
- Facilitate linkages between the community and the school.
- Work with staff members to enrich curricula and school life.

2. The Cultural Facilitator is responsible for becoming familiar with and following the CSFTNO's administrative policies and by-laws:

- Demonstrate tact in interactions with staff, students, parents and members of the public.
- Work with students in accordance with responsibilities set out in the school's rules of conduct and educational vision.
- Identify and encourage leadership among students at the school and in the community.
- Be identified as a cultural ambassador.
- Prepare and implement action plans.
- Prepare school and community activity calendar at the beginning of the school year.
- Coordinate appropriate cultural integration activities for schools, plan activities, assign specific tasks, act as a resource person and engage stakeholders.
- Coordinate cultural events and tours, including performances by professional artists, e.g., theatre groups and singers.
- Coordinate student exchanges, e.g., leadership and winter camps.
- Coordinate intramural activities, e.g., music festivals, public speaking contests.

3. The Cultural Facilitator is responsible for providing technical support for activities at the elementary and secondary level:

- Manage school audiovisual equipment (cameras and video cameras, sound system, etc.);
- Responsible for photography of activities as required, and manage a photo and video library;
- Responsible for video, sound and graphic editing for school cultural projects and presentations.

4. The Cultural Facilitator is responsible for weekly meetings with language monitors:

- Meet with Jeunesse TNO, the Association franco-culturelle de Yellowknife and the Association franco-culturelle de Hay River monthly.

- Prepare and facilitate presentations, and coordinate activities/workshops at the elementary and secondary classes at the teachers' request.
- Manage schools' cultural committee and coordination of monthly meetings.
- Establish and oversee the secondary student council.
- Provide information to staff regarding workshops, training sessions and cultural events in the community.
- Prepare and submit a general action plan for activity forecasts and related budgets for the school year to the school principal and superintendent in the fall.
- Prepare and submit an interim activity report to the principal on a monthly basis.
- Prepare and submit an activity report to the principal and the superintendent at the end of the school year.
- Perform all other duties deemed relevant by school management.

5. Other duties, activities or projects as assigned by the Superintendent.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands

Mental Demands

There are a number of deadlines associated with this position. This position is required to travel, approximately 2-4 days per month.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent knowledge of French and working knowledge of English.
- Sound judgment in interactions with students.
- Discretion and confidentiality in handling student material and information.
- Ability to manage cultural and identity development projects.
- Exceptional communication skills.
- Good interpersonal and teamwork skills: ability to maintain harmonious relationships and to motivate students.
- Strong organizational skills in overseeing projects and coordinating promotional and cultural activities.
- Knowledge of approaches and strategies for minority-community students.
- Good problem-solving, project, and team management skills.
- Good knowledge of Francophone minority communities.

- Leadership, initiative, organizational skills and teamwork.
- Ability to maintain effective communication and productive interpersonal relationships.
- Ability and willingness to travel frequently.
- Good problem-solving skills.
- Able to work flexible hours.

Typically, the above qualifications would be attained by:

A Diploma in a Recreation program or 2 years of experience in a similar role in a francophone minority setting. Training and experience in recreation and education would be an asset.

ADDITIONAL REQUIREMENTS

Must have a valid driver's license.

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French Language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous Language:

- Required
- Preferred