



TREATY
EDUCATION ALLIANCE

EMPLOYMENT OPPORTUNITY

TITLE: Assessment Coordinator
LOCATION: White Bear First Nation

OVERVIEW:

The White Bear Education Complex is seeking the following position for the 2023-2024 school year.

Assessment Coordinator

The assessment coordinator will be responsible for collecting K-12 literacy data in the fall, winter and spring, to include letter recognition, sight word recognition and reading assessments. Also, the coordinator will be responsible for collecting baseline data for the implementation of the K-9 math program and online learning.

WBEC is located on the White Bear First Nation, approximately 450km southeast of Fort Qu'Appelle, Saskatchewan.

Location: White Bear Education Complex, White Bear First Nation

QUALIFICATIONS:

- Post-Secondary Degree in Education. Masters preferred.
- Must hold a valid Saskatchewan Professional A Teaching Certificate
- Proven experience in assessment design and implementation within an educational or organizational setting.
- Strong knowledge of assessment and evaluation methodologies, standards, and best practices.
- Excellent analytical and critical thinking skills to analyze and interpret assessment data.
- Effective project management and organizational skills to handle multiple assessment projects simultaneously.
- Strong communication and interpersonal skills to collaborate and facilitate workshops or training sessions.
- Proficient in using assessment software, data analysis tools, and computer applications.
- Attention to detail and ability to maintain confidentiality when handling sensitive assessment data.
- Flexibility and adaptability to work in a dynamic and evolving educational environment.

DUTIES & RESPONSIBILITIES:

- Implement assessment strategies and procedures.
- Coordinate and manage the collection, analysis, and interpretation of assessment data to identify areas of improvement and make informed decisions.
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- Facilitate workshops, training sessions, and professional development activities to promote a culture of assessment and enhance assessment literacy among faculty and staff.

- Prepare reports and presentations showcasing assessment findings, trends, and recommendations for improvement.
- Maintain and manage assessment-related databases, systems, and platforms to ensure accurate and secure storage of assessment data.

COMPENSATION AND BENEFITS:

- Competitive and commensurate with education and experience

Forward your resume and cover letter in confidence to:

Attention: Angus Vincent, Director of HR

Re: "WBEC Assessment Coordinator"

WBEC

avincent@educationalliance.ca

Closing Date: This position will remain open until filled.

Respectfully, only those selected for an interview will be contacted.