



Outreach Education Coordinator

Purpose

The Outreach Coordinator will possess the minimum of an Interim AB Teaching license and be eligible for a Continuing Professional license. The Outreach Coordinator will be located primarily at the WCFN Adult Learning Centre and will provide leadership and coordination for flexible learning opportunities serving Woodland Cree First Nation learners both on-reserve and off-reserve. The role supports student engagement, learner retention, credit completion, and successful transitions through a team-based approach.

Responsibilities

The Outreach Coordinator shall:

- Provide leadership and coordination to the outreach and flexible learning team who work between Cadotte Lake School and the Adult Learning Centre to support high school completion and upgrading.
- Develop and promote flexible learning opportunities for adult and high school students.
- Coordinate student recruitment, intake, retention, and learner success initiatives.
- Utilize Schoology and other approved learning platforms to support student engagement.
- Support the planning, implementation, assessment, and reporting of Adult Basic Education and High School programming.
- Supervise and coordinate outreach staff and contracted service providers under the direction of the Adult Education Manager.
- Monitor student achievement, attendance, and credit completion data.
- Develop strategies to improve educational outcomes for learners experiencing barriers to success.
- Prepare reports and presentations for the Principal, Manager of Adult Education, Director of Education, Board of Education, and funding agencies.
- Support scheduled evening and weekend programming as required.

Leadership Expectations

- Provide leadership to outreach staff who work between Cadotte Lake School, CTS placement sites and at the WCFN Adult Learning Centre.
- Participate in dynamic intake processes and assessment strategies to ensure that all students are enrolled in appropriate coursework and have the learning tools that they need to be successful
- Co-design strategic planning and continuous improvement processes with the flexible learning team.
- Maintain strong relationships with students, families, and community partners and industry stakeholders.
- Design and test attendance strategies for high school and adult learners.