



1886 Little Shuswap Lake Rd • Chase BC • V0E 1M2 tel 250.679.3203 • fax 250.679.3220

Call for Expressions of Interest

Education and Training Advisor (Part-Time Contract)

The Role and Time Allocation

Little Shuswap lake Indian Band (LSLIB) is seeking a contractor to do policy development for education and training. This is a part-time contract position (2-3 days per week) for an initial 3-month period, subject to renewal depending on funding and ongoing needs of LSLIB. Please see Scope of Work below for details.

Qualifications

- Knowledge of relevant education and training policies and procedures
- Knowledge of best practice standards for promoting and supporting indigenous participation in education, training and career development programs
- Experience in interpreting, advising and implementing re. policies, procedures and support systems for assisting indigenous learners to plan & pursue viable education and training options
- Ability to generate, access, analyze and make practical use of information on the participation of First Nations learners in education and training opportunities
- The verbal communication skills to communicate with a diverse client group
- The written communication skills to produce succinct correspondence, reports and proposals
- The ability to research, analyse and reason logically within tight and conflicting timeframes
- Ability to identify development needs and practical barriers relevant to indigenous learners seeking further education or training
- Experience in providing advice and support to senior managers and/or political leaders on how to provide successful education and training options for aboriginal learners
- Experience in leading projects and implementing new initiatives
- Appropriate post-secondary training and professional development

Remuneration

Contractors fees are negotiable, depending on budget constraints and qualifications of the applicant.

How to Apply

Please email a cover letter, resume and 2 references by close of business on February 1/18 to: *Doug Brown, Administrator, Little Shuswap Lake Indian Band* at dbrown@lslib.com. For more details phone 250-679-3203. Subject to an initial screening of this information, 1-3 applicants will be invited to submit a proposal (described in Scope of Work below).



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Scope of Work – Education & Training Policy Development

In General:

This work consists of reviewing existing policies, practices and resources that affect support for education and training of Little Shuswap Indian Band (LSLIB) members at all age levels, with a view to developing updated policies and resource allocations that optimize education and training opportunities for LSLIB members. This work will include an inventory of learning conditions and opportunities for both on-reserve and off-reserve LSLIB members. It will also include the following items:

- A communications strategy for the Education Department
- Specific proposals for LSLIB scholarships and bursaries
- Terms of reference for an LSLIB Education Committee.

The Review Process:

The review process should involve the following components:

- Interviews or focus group discussions with members of Council about education and training issues
- Interviews or focus group discussions with LSLIB staff engaged in or knowledgeable about education and training activities
- Interviews or focus group discussions with LSLIB parents about their views on education needs for their children
- Interviews or focus group discussions with education professionals that interact with LSLIB members or staff with regard to education and training
- Interviews, focus group discussions or survey questionnaires to collect information from LSLIB students re. their education and training goals, needs, and available resources
- Review of current policies and resources that affect the opportunities and support for education and training of LSLIB members (including LSLIB policies, INAC policies and policies of education and training agencies used by LSLIB students)
- Questionnaire survey of LSLIB members regarding their perceptions of education and training needs, available resources, and barriers to education and training

Target Client Groups & Issues:

1. Preschool

This aspect of the work will include information on program delivery and material support for pre-schoolers and those responsible for providing pre-school programs and services. The emphasis will be on identifying best practice standards for a healthy, balanced early childhood learning environment



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2. K-12 Levels

Issues included in this portion of the work should include curriculum and learning materials, extra fees, extra-curricular activities, counselling and learning assistance/tutoring.

3. Post-Secondary

Issues covered in this section should include tuition fees, living allowance, child care, academic and career counselling, study skills, academic transition to post-secondary learning, approved programs and institutions, INAC financial support versus band financial support, as well as grants, scholarships and bursaries.

4. Vocational & Trades Training

This section should address how so-called non-academic post-secondary options are identified and supported by INAC and LSLIB. This includes vocational and trades training, upgrading, job search and life skills training, as well as aptitude testing to promote awareness of career options. In addition, the issue of grants, scholarships, and bursaries should be considered.

Deliverables:

The contractor will produce a report that will identify the strengths and weakness, along with any unmet needs, of the current set of education and training opportunities available to LSLIB members. This report will also provide recommendations for any policy changes that could enhance the support systems and resource allocations available to LSLIB for education and training. These recommendations should address not only what improvements LSLIB should make in this regard, but also what changes should be requested of INAC and any of the education and training systems potentially available to LSLIB to improve access and success rates for LSLIB students and trainees. In addition, recommendations are needed on how best to communicate information between and among members of the LSLIB management team and LSLIB members regarding education, training, job skills and job opportunities for LSLIB members. Another important deliverable is terms of reference for an Education and Training Committee. In addition, specific proposals are needed for scholarships and/or bursaries in support of both academic and non-academic post-secondary students.

Proposal Required:

Prior to starting this work the contractor will prepare a proposal consisting of a work plan, budget, timeline and data collection materials (e.g. interview outlines, questionnaires, protocol for focus group discussions, etc.) for review and approval by Chief and Council, the Education Manager, and the Administrator. A reasonable time frame will be allowed to prepare and submit this proposal.