

**Job Posting:** Guidance Counselor at Nawigizigweyas Education Centre

Location: Nawigizigweyas Education Centre, Yellow Quill First Nation, Saskatchewan

About Us:

At Nawigizigweyas Education Centre (NEC), we are dedicated to providing quality education that respects and honors Saulteaux culture while meeting the diverse academic needs of our Kindergarten to Grade 12 students. We strive to create a supportive and engaging learning environment that inspires students and educators.

Job Summary:

NEC is seeking an experienced **Guidance Counsellor** to support students' academic achievement, personal well-being, graduation planning, and transition to post-secondary education, training, and employment.

A central responsibility will be helping Grade 12 students complete post-secondary applications and apply for funding. The successful candidate will work directly with each student's respective First Nation post-secondary coordinator, including coordinators outside Yellow Quill First Nation, to clarify funding eligibility, required documents, deadlines, and available supports.

The Guidance Counsellor will meet regularly with all high school students through individual consultations and collaborate closely with the Principal and high school teaching team to ensure course planning supports students' graduation requirements and future goals.

Key Responsibilities:

- **Graduation and Individual Education Planning**
 - Meet individually with every high school student on a scheduled, ongoing basis to discuss progress, interests, strengths, and educational goals.
 - Develop and maintain an individual graduation and transition plan for each student.
 - Review transcripts, earned credits, outstanding requirements, and course prerequisites with students and the high school team.
 - Identify gaps early and coordinate appropriate course planning, credit recovery, or other approved learning options.
 - Provide focused support to Grade 12 students, tracking their progress toward graduation and their next educational or career step.
 - Communicate concerns and recommended actions promptly to the Principal and relevant staff, involving families as appropriate.

Post-Secondary Applications and Admissions

- Help students explore universities, colleges, polytechnics, trades, apprenticeships, and other training pathways.
- Verify current admission requirements for each student's chosen institution and program, including required courses, minimum grades, documents, and deadlines.
- Assist students with applications, transcript requests, personal statements, portfolios, reference requests, and other admission requirements.
- Help students understand conditional offers, acceptance deadlines, deposits, registration, and next steps.
- Support applications for residence, accessibility services, Indigenous student services, and other transition supports.
- Maintain an application tracker and follow up with students regularly so that incomplete applications and missed deadlines are addressed early.

First Nation Funding and Financial Assistance

- Identify the appropriate post-secondary funding contact for each student's respective First Nation, with the student's participation and consent.
- Establish working relationships with post-secondary coordinators from Yellow Quill First Nation and other First Nations represented in NEC's student population.
- Ensure students who are not members of, or registered with, Yellow Quill First Nation receive assistance connecting with their own First Nation's funding process.
- Confirm each funding body's current eligibility criteria, application procedures, required documents, deadlines, and decision process.
- Assist students with funding applications and follow up on outstanding information, application status, and decisions.
- Explain that eligibility and funding decisions rest with the responsible funding body; submitting an application does not guarantee approval.
- Help students explore other available financial assistance, including scholarships, bursaries, awards, and student aid.
- Support basic education budgeting, including tuition, books, housing, transportation, and living expenses.
- Maintain clear records of applications, contacts, deadlines, and follow-up while protecting students' personal information.

High School Programming and Team Collaboration

- Maintain current knowledge of Saskatchewan Ministry of Education graduation, credit, course, and other requirements relevant to NEC's high school programming.
- Verify requirements using current official information rather than relying solely on previous practice.
- Work productively with the Principal and high school teachers to recommend courses students need for graduation and admission to their chosen programs.

- Contribute to annual course-offering and timetable discussions before programming decisions are finalized.
- Identify where students' goals require prerequisites or learning opportunities that are not currently available at NEC, and recommend appropriate options for approval.
- Participate in regular high school team meetings to review student progress and coordinate support.
- Clearly distinguish high school graduation requirements from the admission requirements of a particular post-secondary program.

Career Exploration, Guest Speakers, and Campus Visits

- Develop an annual schedule of career exploration and post-secondary preparation activities.
- Arrange guest speakers, including First Nation post-secondary coordinators, admissions representatives, Indigenous student advisors, trades professionals, employers, and former students.
- Coordinate approved trips to post-secondary institutions, career fairs, training centres, and related events.
- Organize permissions, transportation, supervision, accessibility arrangements, and student preparation with school administration.
- Provide follow-up sessions to help students connect what they learned with their individual plans.
- Offer information sessions for parents and guardians about graduation, applications, funding, and transition planning.

Student Well-Being and Counselling Support

- Provide individual and group support for academic, social, and emotional concerns within the successful candidate's qualifications and professional scope.
- Help students build confidence, decision-making skills, resilience, and strategies for managing school-related stress.
- Collaborate with teachers, families, the school social worker, student services staff, and community supports to address barriers to attendance and learning.
- Facilitate or coordinate age-appropriate workshops on healthy relationships, conflict resolution, mental health awareness, substance-use prevention, and seeking help.
- Respond to safety concerns through NEC's procedures and arrange referrals to qualified services when specialized assessment or treatment is needed.
- Use culturally responsive and trauma-informed approaches, respecting students' identities, circumstances, and choices.

Documentation and Accountability

- Maintain accurate, secure records of student consultations, graduation plans, applications, referrals, and follow-up.
- Obtain appropriate consent before sharing information with institutions, funding coordinators, or other outside organizations.
- Explain confidentiality and its limits to students, including required safety reporting.
- Provide regular reports to the Principal on services delivered, graduation readiness, application progress, funding applications, barriers, and recommended actions.
- Evaluate the effectiveness of guidance services and use student feedback and documented outcomes to improve support.

Required Qualifications

- A degree in Education, or a closely related field, with relevant preparation for school guidance responsibilities.
- Current professional registration, certification, or eligibility appropriate to the position's assigned duties. Applicants providing regulated social work or other regulated services must hold the applicable registration.
- Demonstrated, successful experience working as a guidance counsellor or in a substantially similar school-based academic and post-secondary advising role.
- Extensive and current knowledge of Saskatchewan Ministry of Education requirements relevant to high school graduation, credits, course planning, and student pathways.
- Strong knowledge of post-secondary admissions, program prerequisites, application processes, and financial assistance.
- Demonstrated ability to work with First Nation post-secondary coordinators and help students navigate different funding processes.
- Proven ability to collaborate successfully with a high school teaching team on course planning and student progress.
- Strong organizational skills and the ability to manage multiple students, applications, deadlines, and follow-up tasks.
- Excellent communication and relationship-building skills.
- Knowledge of student development, appropriate counselling approaches, professional boundaries, and referral practices.
- Commitment to inclusive, culturally responsive, and trauma-informed education.
- Understanding of Saulteaux culture, or a demonstrated willingness to learn and follow local cultural protocols.

Evidence of Successful Experience

Applicants must provide **at least two professional references** who can speak directly to their effectiveness in a guidance counselling or closely related role.

References must be able to describe the applicant's success in areas such as:

- Helping students meet graduation requirements.
- Supporting completed post-secondary and funding applications.
- Coordinating with First Nation funding contacts and post-secondary institutions.
- Collaborating with teachers on course selection and educational pathways.
- Maintaining reliable student follow-up and professional records.

Applicants should describe relevant achievements in their application without disclosing identifiable student information.

Preferred Assets

- Experience working in a First Nations school or community.
- Established working relationships with First Nation post-secondary coordinators and Indigenous student services.
- Experience organizing campus visits, career events, and family information sessions.
- Experience supporting students with diverse learning needs and transition plans.

Work Environment

The Guidance Counsellor will work in a school setting and interact regularly with students, staff, families, First Nation representatives, and post-secondary institutions. The position may require approved travel and occasional evening or weekend participation in school events, information sessions, or student trips.

How to Apply

Submit a cover letter, résumé, proof of teaching certification, and **three professional references**, including a recent supervisor where available. References should be able to speak to your classroom management, organization, reliability, and teaching effectiveness.

Please submit a cover letter, your resume and CPIC to:

ATTN: Melody Cardinal - Principal

EMAIL: melodyc@yq-nec.com

Nawigizigweyas Education Centre, P.O. Box 29, Yellow Quill, SK, S0A 3A0

PH: (306)-322-4448

At the request of the Principal, please have a Year Plan or Long-Range Plans from previous position or template available to discuss during the interview.