



DISTRIBUTED LEARNING STUDENT NAVIGATOR

Expression of Interest

November 2024

Nova Scotia Distributed Learning
Education and Early Childhood Development (EECD)

Background

The Department of Education and Early Childhood Development (EECD) designs innovative curriculum, facilitates excellence in teaching and learning, ensures an inclusive education experience, and works closely with our partners in education. As part of its mandate, EECD is responsible for Distributed Learning, which includes the delivery of online learning opportunities.

In addition to Nova Scotia Virtual School courses (NSVS), Self-paced online courses are being developed for and offered within the Nova Scotia Independent Online Learning (NSIOL) program. The Distributed Learning team requires the services of a Student Navigator in supporting students enrolled in Distributed Learning programs, their schools, and their various support systems by helping them select and make individualized use of the NSIOL and NSVS programs, maintaining connections and communication between supporting adults, and tracking evolving student needs and available resources.

Overview

The Distributed Learning Navigator will:

- Develop and maintain relationships with Schools, Distributed Learning staff, NSIOL course Mentors, and other supporting adults and organizations to collaborate in support of students using effective phone, videoconference, and text-based communication.
- Support Schools, students, families, and community partners in selecting appropriate Distributed Learning programs to support a given student.
- Work with the Distributed Learning Team, School Contacts, and families, and community partners as needed to communicate each student's course progress as appropriate.
- Manage controlled access to student records required by Distributed Learning staff, NSVS teachers, and NSIOL Mentors.
- Maintain confidentiality of information about the Distributed Learning students, staff, and program obtained through their work as a Distributed Learning Navigator.

Assignment Details

Distributed Learning Student Navigator Responsibilities

Following Distributed Learning guidance, Assessment and Inclusive Education policies, and best practices for collaborative student support, the Navigator will:

- Maintain general knowledge of available Distributed Learning courses and programs and respond accurately to questions about the nature of assignments, workload, expected and probable timelines, etc., **with a primary focus on NSIOL courses.**
- Facilitate access to supportive programming available through School Counsellors, the SchoolsPlus program, Integrated Services (Justice, DCS, Health, etc.) and a variety of other supporting organizations, as needed.
- Directly aid system staff and external organisations to support academic success and stay-in-school strategies when appropriate.
- Act as liaison between Students, School Contacts, course Mentors, families, and other supporting adults and organizations as needed.
- Aid School Contacts to be active partners in supporting students to complete their self-paced courses.
- Lead the work of NSIOL registrations for students not currently connected to a school.
- Track student Adaptations and other relevant information stored in TIENET for students in NSIOL courses and communicate relevant information to Distributed Learning staff and course Mentors when required to complete their duties.
- Monitor and share information about student registration status, academic progress and personal/educational contexts with School Contacts (Sept-June), families (primarily July-August), and other appropriate individuals in the student's support system, while maintaining confidentiality.
- Work with course Mentors to monitor and flag when students are not meeting their personal timeline for course progress. Work with schools and other partners to arrange supports such as tutoring and subject-specific teacher help and suggesting available supports to students who are not connected to a school.
- Work with the NSVS Student Success Liaison to support students accessing both NSVS and NSIOL courses.
- Carry out other duties as required.

EECD Responsibilities

- Provide training on use of the NSIOL Learning Management System (LMS) and Registration systems.
- Facilitate initial connections with schools, student services, integrated services, and other supporting organizations and programs, and provide relevant context.
- Collaboratively develop and improve processes and practices to best support student well-being and academic achievement.

Location

- Remote with potential for occasional on-site training at the Department of Education and Early Childhood Development (EECD), 2021 Brunswick St, Halifax, and occasional travel to schools or other educational sites as needed.

Standards

- All tasks must be performed to the satisfaction of EECD. All deliverables will be reviewed against current policies, guidelines and other documentation. All work products will be the property of EECD.

Employment Type

- Contract.
- A Loan of Service will not be considered.

Compensation Rate

- \$500/day, 220 days per calendar year

Duration

- January 6, 2025 to July 31 2025, potential for renewal

Skills & Qualifications

- M.Ed. in School Counselling, a related field, or equivalent experience.
- 5 years' experience in a School Counselling role.
- The successful candidate will have the ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity.
- The successful candidate will have strong communication skills with excellent interpersonal skills and will be able to forge working relationships across the education system and its supporting organizations.
- The successful candidate will be proficient in productivity tools, such as MS Word, Excel, and PowerPoint, and possess the technical skills to quickly familiarise themselves with other platforms (such as Moodle) and tools.
- The successful candidate will have excellent organisational and decision-making skills, is innovative and a problem solver, and is able to manage priorities and meet deadlines.
- The successful candidate will have a demonstrated knowledge of the issues and concerns facing at-risk youth.
- The successful candidate will have the ability to maintain confidentiality as the norm in all issues related to students, parents/guardians, and the school.
- The successful candidate will have thorough knowledge of NS EECD Inclusive Education Policy and Assessment Policy.

Assets Considered

- Experience as an Administrator would be considered an asset.
- Experience using TIENET to review student records and ideally experience maintaining a caseload in TIENET.
- Experience in School Counselling and/or Program Planning
- Experience working in the roles above at the high school level.
- Experience working with NS public high school Registrars, School Counsellors, Resource Teachers and other support staff, or with Teachers, Markers, Mentors, or students of the Nova Scotia Virtual School program, Nova Scotia Independent Online Learning program or former Correspondence Study Program.
- Experience interacting with Moodle courses and gradebooks or those of other Learning Management Systems.
- Experience working with or creating Accessible Educational Materials (AEM).
- Knowledge of Integrated Services (Justice, DCS, Health, etc.)
- Bilingualism (English and French)
- Additional language proficiencies.

If you are interested in this Distributed Learning Navigator position, please send your resume and cover letter to Lael Radkey, Coordinator, Distributed Learning (Lael.Radkey@novascotia.ca) by December 3rd 2024 with the subject line “Distributed Learning Navigator Expression of Interest”.

This position will be available for a January 2024 start date.

If you require any additional information, please email Lael Radkey.

Thank you for considering this opportunity.