



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Social Studies/Native Studies Researcher
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	
<b>LOCATION</b>	Division Office
<b>REPORTS TO</b>	Area 3 Superintendent
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

Reporting to the Area Superintendent and under the guidance of the Social Studies/Native Studies Consultant and Researcher/Writer, the incumbent conducts research using a variety of sources for Social Studies/Native Studies curriculum development. The incumbent manages Frontier School Division’s Social Studies/Native Studies website, physical photo archives and digital data collections, and in addition performs design and layout of various printed and digital materials.

**QUALIFICATIONS**

Education

- University degree in a related discipline (Graphic design, History, Native Studies, Anthropology and/or Art History).

Experience

- One year experience in a research capacity and in graphic design.

Knowledge, Skills, and Abilities

- Knowledge of Aboriginal, Canadian, and Manitoba history as well as current social and political issues affecting North American Aboriginal peoples.
- Advanced research skills.
- Graphic design skills, including design, layout (printed materials and web) and illustration.
- Proficiency in a variety of computer applications in a network environment.
- Excellent written and verbal communication skills.
- Ability to work independently and with a team.
- Ability to analyze and interpret effective ways of presenting print and digital data.
- Ability to determine causes and solutions for website or digital file issues.
- Knowledge of Canadian Copyright law and licensing and permission fee requirements.

## **DUTIES AND RESPONSIBILITIES**

- Performs background research using a variety of sources for Social Studies/Native Studies curriculum development and other educational projects.
- Analyses information as it affects Social Studies/Native Studies projects and provides advice.
- Locates and researches archival photos from local, provincial, national, museum, and art gallery sources.
- Performs layout and design of various Social Studies/Native Studies printed and digital materials.
- Reviews print and film resources; proof-reads and edits print and digital materials.
- Creates original illustrations and/or maps.
- Prepares printed reports and PowerPoint presentations.
- Manages and maintains the Social Studies/Native Studies website.
- Performs other duties as assigned.

## **CONTACTS**

Division, Area and school personnel

Outside agencies (print shops, archival and museum staff) and community researchers

## **WORKING CONDITIONS**

General Office Conditions

Twelve-month per year position

## **PHYSICAL AND VISUAL REQUIREMENTS**

Ability to lift up to 10 kg

Visual concentration and repetitive keyboarding duties approximately 90% of the time.

## **EQUIPMENT USED**

General office equipment.

Personal computer, scanner, and variety of software packages.

Microfilm and microfiche readers.

**APPROVED**

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date