

JOB POSTING DETAILS

Employer	Batchewana First Nations	Job Type	RI
Job Title	Education Director	Duration	Full Time
Job ID	11649	Location	Sault Ste. Marie
Date Posted	October 22, 2021	Closing Date	November 5, 2021

Job Overview - Description & Duties

POSITION SUMMARY

The Education Director is responsible for planning (program and financial), directing/supervising, and monitoring the operations of the Education Department and staff for ensuring that the department operates according to established policies and within budget. Based on the results of the program monitoring, the Education Director is responsible for formulating and recommending changes to educational and general policy, procedures, and standards governing the department.

Salary Range: \$82,037 to \$105,000 (Pending Education & Experience)

Required Skills

QUALIFICATIONS & EXPERIENCE

- University Degree in Education, Business Administration or related field
- 5 years of experience with progressively related responsible management experience preferably within a First Nation or Indigenous organization

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and understanding of BFN's policies and procedures as they related to the education department.
- Knowledge of financial processes including planning, monitoring and administering budgets, financial reporting and financial management.
- Knowledgeable of the human resources policies and processes, and how to best support employees on personnel related matters.
- Knowledge of required computer programs including Microsoft Office, Zoom and other programs deemed necessary for this position by the First Nation.
- Knowledge of the culture and traditions of BFN.
- Knowledgeable of federal and provincial legislation, regulations and programs as they relate to First Nation Education operations and First Nations education.
- Knowledgeable of and experience in the delivery of educational program and service requirements for First Nations students.
- Knowledgeable of relevant Tuition Agreements and experience working with provincial education authorities.
- Knowledgeable of and experience in utilizing project management techniques.
- Knowledgeable of and experience in community development and strategic planning activities.
- Knowledge of relevant school board systems.
- Exceptional interpersonal, relationship, and leadership skills.
- Exceptional verbal and written communication skills.
- Effective negotiation and mediation, conflict resolution, and advisory skills.
- Developed interpersonal skills to effectively work with management, employees and community members.
- Ability to meet deadlines and demands of emergency situations.
- Ability to coach, mentor, and pioneer change.
- Ability to demonstrate integrity, empathy, trust, respect, and understanding by always acting with a high degree of professionalism.

- Ability to demonstrate strategic insight and operate proactively in response to the dynamic demands of First Nations.
- Ability to develop and analyze risk(s) and/or benefit(s) of business plans.
- Ability to effectively plan, organize, and implement strategic objectives.

Other Requirements

CONDITIONS OF EMPLOYMENT

- Favourable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC).
- Valid G Drivers License and/or access to a reliable vehicle.
- Travel required.

How to Apply

Based on the current COVID-19 Pandemic restrictions please forward your cover letter and resume to email:

humanresources@batchewana.ca Subject Line: Education Director

ALL APPLICATIONS MUST BE RECEIVED BY November 5, 2021 AT 12:00 PM (Noon).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Batchewana First Nation welcomes and encourages applications from people with disabilities. If you require accommodations please contact the Human Resources department at 705-759-0914. First Nation preference in hiring. Please visit us at www.batchewana.ca