



Chippewas of Kettle & Stony Point First Nation

6247 Indian Lane
Kettle & Stony Point FN, Ontario, Canada N0N 1J1

EMPLOYMENT OPPORTUNITY – Hillside Education Manager

POSITION SUMMARY: The Manager of Educational Services is responsible for providing educational leadership in the community and for administering the education program in accordance with Council and the Education Committee directives and policies. Reporting directly to the First Nation Manager/CEO, the Education Manager will manage and oversee the development of a positive learning environment with the stated goal of measurable improvement of learning for all students at all levels of ability within the community.

REPORTING PROTOCOL: The Hillside School Principal will report directly to the First Nation Manager/CEO

PRIMARY DUTIES:

- Responsible for providing the overall direction and management to the KSPFN Education Programs and services.
- Will act as a single point of contact and serve as educational liaison for KSPFN Education Services with local and other First Nation communities, Federal, Provincial and Municipal governments and families regarding education and student concerns.
- Responsible for the overall supervise the administration of all Program areas under the mandate of the KSPFN Education Committee, including but not limited to Hillside School; post-secondary, FNSS, and work cooperatively with the AHS/Daycare Manager to ensure the integration of programs and services in the JK/SK levels.
- Work with and oversee Education Administration staff in the development of annual/ proposal education budgets, including 5 year operating and capital, and FNSS, and other financial matters to identify program priorities and ensure budget compliance and reporting requirements are met;
- Prepare financial and budget variance reports for the Education Committee on a minimum quarterly basis.

SECONDARY DUTIES:

- Attend all Program Manager Meetings, General Band Meetings and Council meetings as required.
- Promote and maintain close cooperation with the community, parents, elders and others to ensure the school is an effective and functioning community resource.
- Attend all other meetings as required and as designated, within and outside of the community as a representative of the First Nation.
- Prepare and/or oversee the preparation of required Board/Council reports; ensuring Chief and Council and First Nations Manager remain current and up-to-date on all issues to effectively carry out their responsibilities in an efficient, effective, professional and timely manner.
- Other duties as signed.

EDUCATION / SKILLS REQUIREMENTS:

- Minimum of a Bachelor of Education or Bachelor of Administration plus at least five (5) years of proven management experience in the Education field.
- Familiarity with AANDC and other funding sources for Education programs;
- Ability to work effectively with First Nation partners and external organizations to meet project and department deadlines and objectives.
- Appreciation and understanding of the First Nation history, culture, language and goals of the Chippewas of Kettle and Stony Point First Nation;
- Clear CPIC and Vulnerable Sector criminal record background check;
- Valid Ontario driver's license and reliable transportation
- Follow the Chippewas of Kettle & Stony Point First Nation Employee Policy Manual
- Computer skills, including word processing, spreadsheets, and data collection.
- Able to work under pressure, meet deadlines and maintain strict confidentiality.
- Able to encourage open communication and interaction with the staff and community.



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- Demonstrated advanced interpersonal skills.
- Experience working with difficult people.
- Task-oriented work style that requires minimal direction.
- Superior presentation, negotiating, research and analytical skills.
- Superior administrative and supervisory skills.

HIRING REQUIREMENTS:

- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check up hiring.
- Chippewas of Kettle & Stony Point First Nation gives preference to First Nation applicants for any employment opportunity as per Section 16(1) of the Canadian Human Rights Act (Aboriginal Employment Preference Policy)

A full Job Description is available at the front reception in the Administration Office

Application to Include: Cover letter, resume & three work related letters of reference

Please submit your application to:

Kettle & Stony Point Administration Building
Att: Lorraine George, First Nation Manager/CEO
6247 Indian Lane, KSPFN, ON, N0N 1J1
Fax: 519-786-2108

Only qualified applicants will be contacted for an interview

Deadline for application is August 14, 2017 at Noon