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## *Chippewas of Kettle & Stony Point First Nation*

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

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### **EMPLOYMENT OPPORTUNITY – Hillside School Principal**

**POSITION SUMMARY:** The Hillside School Principal is responsible for providing educational leadership in the community and for administering the education program in accordance with Council and the Education Director directives and policies. Reporting directly to the Education Director, the Principal 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 Education Director.

**PRIMARY DUTIES:**

- Responsible for providing the overall direction and management to the Hillside School Programs and services.
- Responsible for the overall supervision of Hillside School staff under the mandate of the KSPFN Education Committee, and work cooperatively with the AHS/Daycare Manager to ensure the integration of programs and services in the JK/SK levels.
- Oversee and direct the education curriculum and programs of the school consistent with Indigenous customs and values of the Chippewas of Kettle and Stony Point First Nation.
- Responsible for the registration of pupils annually, and the maintenance of accurate attendance records for all students enrolled in Hillside School, reporting any areas of concern to the Education Director.
- Ensure all student records are maintained efficiently, as required and mandated under the Education Act regulations and directives for Ontario School Records (OSR) system.
- Prepare monthly reports for the Education Committee.

**EDUCATION / SKILLS REQUIREMENTS:**

- Minimum of a Bachelor of Education plus Master's Degree and/or First Nation Principal Certification;
- Current membership in the Ontario College of Teachers;
- Certification to teach in three or more divisions, including the Intermediate Division;
- Ontario Principal Qualification and Special Education qualifications preferred;
- Evidence of five (5) years teaching experience desired;
- 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;
- 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.
- 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.



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### **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 Degrees and other related certificates
- Applicants must consent to a full background check upon 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 from Hillside School*

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

### **Please submit your application to:**

Zandra Bear-Lowen, Education Director  
Kettle and Stony Point Hillside School  
6265 Indian Lane, Kettle & Stony Point, ON, N0N 1J1  
Fax: 519-786-6904  
Email: [zandra.bearlowen@kettlepoint.org](mailto:zandra.bearlowen@kettlepoint.org)

*Only qualified applicants will be contacted for an interview*

**Deadline for application is Monday, July 23, 2018 at 4:00 pm**