



Chalo Independent School Society

EXEMPT POSITION JOB POSTING

Position Title: Director of Education
Department: Chalo Independent School Society
Location: Office at 2026 Kennay Yah Road
Supervisor: Chalo Independent School Society Board
Authority: Professional Autonomy; limited authority
Remuneration: Pending knowledge, skills, abilities, experience

SUMMARY / SCOPE

In accordance with the established vision, mission, goals and values of the Chalo Independent School Society, and reporting to the Chalo Independent School Society (“the Society”), the Director of Education is responsible for ensuring that the interests of the Fort Nelson First Nation Peoples are represented with regard for all matters of Indigenous Education at Chalo Independent School Society. This position supports the strategic initiatives for the implementation of Indigenous Education, as set out by the Chalo Independent School Society strategic initiatives, to support Indigenous rights to education that also support traditions and culture and ensure that Treaty Rights and statutory laws are respected and protected as they are applicable to Indigenous Education.

The Director of Education works independently and with initiative to lead the Chalo Independent School Society within established policies, procedures, objectives and priorities. Decision-making is required for the implementation of the Community Education Authorities goals and vision, and for developing educational and cultural programming, policy and procedures, setting work priorities, and ensuring fiscal accountability, and ensuring efficient workflow. Decision-making is also required in long-range planning, when communicating with Chalo Independent School Society staff, parents, government and stakeholder representatives, strategic business partners, and consultants, and in determining when information needs to be forwarded to the Chalo Independent School Society.

This position is responsible for maintaining and advising with respect to compliance matters: legislation, regulations, strategic planning and implementation, establishing and meeting departmental goals and work plans, and ensuring that expenditures do not exceed budgets and revenues, and the implementation of staff adherence to operational policies and procedures.

Competencies:

INTERPERSONAL

LEADERSHIP

BUSINESS MNGT.

PERSONAL ATTRIBUTES

Building Partnerships
 Building Trust
 Communication

Building Teams
 Developing Others
 Facilitating Change

Financial Acumen
 Customer Focus
 Reporting

Leadership Disposition
 Interpersonal Ability



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MINIMUM QUALIFICATIONS

- Degree in Education or Education Administration.
- Seven (7) years' experience with some experience in at least two of the following areas: Indigenous education or Indigenous governance; and with at least five (5) years supervisory related experience, including overseeing management/management support staff, and/or professionals/paraprofessionals.
- Experience must include at least two of the following: participation in classroom assessments, review of teaching plans, participation in school assessments, and budget preparation and implementation, and human resources management experience and teaching experience.
- Experience preparing financial proposals and working with feasibility analysis procedures.
- Experience with contract development and negotiation methods.
- Experience working with third party funders and associated programs and projects, with demonstrated success in project / proposal development.
- Strong interpersonal skills and ability to interact professionally with employees, consultants, staff, Boards, and the public; ability to maintain diplomacy in the Community and with outside parties.
- Strong leader and team builder with excellent communication skills (written and oral); ability to listen to understand and ask questions for clarification and to implement resolution skills; able to produce written documents with clearly organized thoughts using proper sentence construction.
- Demonstrated ability to prioritize, organize and manage multiple and diverse projects and operations, while adhering to budgets and timelines.
- Proficient computer skills and able to use MS Office Suite, Excel, internet, and email.
- Experience working with BC First Nations organizations and communities.
- Travel is a requirement of this position; and flexibility in relation to work schedules and locations may be required.
- Satisfactory completion of a criminal records review program – vulnerable sector.
- Valid BC Driver's License and good driver's abstract/factor report.

DESIRED QUALIFICATIONS

The following are considered assets:

- Master's degree in Education Administration.
- Experience with (or at minimum, knowledge about) the delivery of educational programs and service requirements for First Nations student learning needs.
- Knowledge of Indigenous educational issues, history, and politics with sensitivity for cross-cultural issues.



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- Knowledge of Indigenous education programs design, development, implementation, and evaluation models.
- Knowledge of federal and provincial legislation, regulations, and stakeholders/programs, as they relate to First Nations' schools operations.
- Certificate in Occupational Health and Safety and First Aid.
- Other certificates of training such as, WHMIS.
- Experience in emergency response planning.
- Google™ drive, calendar, forms and other Google™ products.
- Knowledge of the Dene culture and traditions and the ability to speak and/or understand the language would be an asset.

WORK CONDITIONS

- Approximately 90% of time is in an office environment
- Supervising and directing the Principal, Education Coordinator, and non-school staff
- Ability to lift up to 10 lbs. boxes, file-boxes, and equipment.
- Intermittent physical activity including bending, stooping, stretching, squatting, pushing, pulling, walking, standing, sitting, and lifting to facilitate sessions or teach groups.
- Work activities may require driving to purchase and deliver materials.
- Interacts with school administration, teaching professionals and school support employees, as well as professional service providers and paraprofessionals, the Chalo Independent School Society, Chief and Council, Membership, legal advisors, consultants, negotiators, contractors, general public, and government agencies.
- Manual dexterity required to use desktop computer and peripherals.
- Auditory concentration is constantly required in meetings to listen attentively, to be alert and to obtain and interpret information correctly.
- Driving/Travel is a requirement, must be willing to drive/travel out of town, this may include travelling in winter road conditions for distances up to and greater than 100 kilometers, and may be required to travel to remote locations.
- May be exposed to unpleasant dealings in emotionally charged situations.
- Time pressures and deadlines may be experienced.
- There is a requirement to wear safe footwear at all times.
- The likelihood of injury or illness resulting from hazards in the job is limited if safety precautions are followed.
- Overtime as required (this position is exempt from overtime pay).



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APPLICATION INSTRUCTIONS

Closes: When Filled. The successful candidate will be eligible for comprehensive group health benefits, RRSP contributions, and professional allowances. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter, resume, and professional references to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a reply.

* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.