



Fort Nelson First Nation Community Education Authority

INTERNAL-EXTERNAL JOB POSTING

Job Title:	Director of Education	Posting #:	201904.03-1.0
Department:	Education	Level:	
Location:	Office at 2026 Kennay Yah Road	FTE:	1.0
Supervisor:	Community Education Authority (Board)	Starting Rate:	Competitive
Key Areas:	School Governance and Operations	First Posted:	16-04-2019
Effective Date:	April 2019	Closes:	30-04-19

SUMMARY / SCOPE

In accordance with the established vision, mission, goals and values of the Fort Nelson First Nation Community Education Authority, and reporting to the Community Education Authority ('the Board), 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 Fort Nelson First Nation Community Education Authorities 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 Community Education Authority.

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.

Rewarding Considerations:

- Competitive Wages.
- Ongoing Learning and Development (includes travel).
- Access to Indigenous Educational Resource Teams.
- Work-Life Integration Schedule.
- Five Week's Annual Vacation (includes one week Christmas closure).
- Compassionate/Sick Pay.
- Group Benefits Paid.
- Pension Matching.
- Relocation Costs.

Candidate Profile:

You have a Bachelor's of Education and are legally eligible to work in Canada. You have either completed or are working on your Master's degree, and you are eager to continue your education administration career and embrace continuing education opportunities, and you are looking for work-life balance and a new opportunity.

You have previous relational experience in Indigenous Education, and you are open minded and ready to step out of your comfort zone, and you are receptive to new experiences and ready to embrace change. Your heart and passion are calling to work in Indigenous Education, and you embrace a holistic approach to education; recognizing that, community, and culture and traditions are integral to Indigenous education – you embrace this vision.



COMPETENCIES

- Safety and Assets
 - Knowledge Integration
 - Building Teams
 - Leadership
 - Budgets/Spending
 - Building Partnerships
 - Planning and Coordination
 - Communication/Reporting
 - Strategic Decisions
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MINIMUM QUALIFICATIONS

- Degree in Education or Education Administration supplemented by a teaching certificate; will consider Indigenous Education degree, or Indigenous Masters; will also consider an Indigenous PDP supplemented with a teaching certificate and demonstration of continuing professional development (CPD) credits.
 - 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.
 - 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.
 - Satisfactory driver's abstract.
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DESIRED QUALIFICATIONS

The following are considered assets:

- Master's degree in Education Administration.
 - 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.
 - Ability to speak Dene and/or Cree.
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WORK CONDITIONS

- Approximately 90% of time is in an office environment
- Supervising and directing employees and others.
- Ability to lift up to 10 lbs. boxes, file-boxes, and equipment.



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- 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 Community Education Authority, 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.

APPLICATION INSTRUCTIONS

Posting Closes: April 30, 2019 at 4:30 p.m. **Remuneration:** Rate offered to the successful applicant is pending qualifications: certification(s), knowledge, skills, and abilities. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

Human Resources, Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnation.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 response.

* 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.