



Director of Education

The Algonquin's of Barriere Lake are seeking a Director of Education – Kitiganik Elementary School in Rapid Lake. Reporting to the General Director, the Director of Education is responsible for the overall planning, operation and performance of the ABL Education Department by ensuring holistic, inclusive and culturally appropriate education programs, services and resources are provided to stakeholders (teachers, students, administrators, support staff, parents and community). The Director of Education shall ensure quality educational standards are established and implemented for the Education program which supports every student in both core and cultural competencies to excel to their full academic and personal potential. The Director of Education is responsible for the general supervision and management of education programs, services, resources and staff of the ABL Education Department.

Summary of responsibilities:

- • Director of Education directs and controls all activities of the Kitiganik Elementary School, and ensures the efficient, economical and effective organization and administration of all programs of the Kitiganik Elementary School;
 - • Responsible to plan, organize, direct, control, coordinate and assist the activities of the Kitiganik Elementary School;
 - • Coordinating and organizing in an optimal manner the management of human resources, capital assets, equipment and furnishings;
 - • Managing the expenditure of funds within funding agreements, and within the strategic and operational plans and budgets, established by Council and in accordance with the applicable policies and procedures;
 - • Responsible to oversee the administration of all programs and policies under the responsibility of the Education sector;
 - • Develop, administer and coordinate the programs, the Contribution Agreements and contracts to ensure compliance with all the programs;
 - • Evaluation of the services and quality, through program evaluations, and reporting the results to Council;
 - • Responsible for supporting and maintaining contact with other sectors of the community.
 - • Actively collaborating in defining the strategic orientation of the band council and participating in Band Meetings when needed;
 - • Responsible for representing the community on a variety of committees;
 - • Responsible for keeping informed of developments taking place in regards to First Nations Education and non-First Nations Education;
 - • Submitting written reports outlining programming activities, quarterly reports, year-end activity report and other reports as required;
 - • Providing support and supervision for all staff and coordinate the day-to-day operations of Kitiganik Elementary School;
 - • Responsible to carry out all other related duties which are required for the effective and positive functioning of the Education Sector;
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**Prerequisites and conditions of employment**

- • Master's Degree – Bachelor of Education/Administration or Undergraduate Degree – Bachelor of Education
- Experience and/or understanding of educational programs
- 5 years related experience in Managerial: administration, staff supervision, employee relations, employment training programs and budgetary responsibility.
- • Ability to communicate both verbally and in writing in English and French and Algonquin would be an asset;
- • Knowledge of policy regulations
- • Knowledge of the Education Act of Quebec
- • Ability to work independently in a creative way
- • Good management skills
- • Good planning and organizational skills
- • Good presentation skills in small and large audiences
- • Knowledge of Federal regulations related to First Nations Education Council
- • Knowledge of First Nations policies regarding Education
- • Good listening skills
- • Good negotiation skills
- • Ability to prepare projects
- • Good research skills
- • Ability to be assertive
- • Experience and strong understanding of Microsoft Suite, including MS Word, MS Excel, MS Outlook and PPT;
- • Must be able to provide a valid Criminal Records Check; and
- • Must have a valid driver's license.

Application deadline: March 31,, 2021

Start date: April 5, 2021

Salary: According to the Candidates experience and ABL's Salary Grid

Please send us your application (cover letter and curriculum vitae) care of Anida Decoursay to the following coordinates: Email: anidadecoursay@gmail.com

Priority is given to members of the Algonquins of Barriere Lake.

Only pre-selected candidates will be contacted.