

Education Director

Employer: Mississauga First Nation
Posted: 12 months ago
ES Job ID: 4300
Sector(s): Education, Executive and Management

Closing Date: September 19, 2023
Location: Blind River
Duration: Full Time , Temporary

Job Description:

Position: Education Director
Accountability: Director of Operations
Salary: \$84,314 - \$95,813
Employment Status: 2 years contract
Hours of Work: 32 hrs/week
Preferences: MFN Band Members
Circulation Level: Level I

The Education Director will perform the following duties:

- Develop annual work plan of education services.
- Engage the community in the development of programs and services.
- Develop, negotiate, and monitor approved education service agreements.
- Coordinate annual graduation ceremony.
- Coordinate inclusion of language and culture in education programs and services.
- Develop programs and services to ensure student success and to improve education levels of community members.
- Coordinate transportation services for secondary and elementary school students.
- Coordinate summer student employment program.
- Coordinate student special needs and other counselling for students.
- Supervise, coach and direct education staff.
- Coordinate staff team meetings and development of staff work plans.
- Monitor employee performance and conduct performance reviews.
- Monitor attendance and address any issues.
- Coordinate staff development and address staff training needs.
- Participate in Hiring Committees when applicable.
- Ensure orientation of new staff.
- Follow personnel policies in administration of staff issues.
- Develop annual education budgets with input from education and administration staff.
- Monitor budgets and develop a system to track expenses.
- Follow finance policy in administration of education department finances.
- In collaboration with the Director of Operations, negotiate with government agencies for education funding.
- Develop education policies and procedures for approval and implementation.
- Monitor policies and procedures to ensure compliance.
- Revise policies and procedures when required.
- Prepare and submit proposals for funding and/or enhanced education services.
- Coordinate the Education Committee meetings; Provide advice and assistance to the Education Committee.
- Ensure completion of administration tasks as required.
- Prepare reports, briefing notes and correspondence as required.

- Prepared an annual work plan and monthly report to supervisor.
- Establish work priorities, delegate work when applicable and ensure deadlines are met and procedures are followed.

Required Skills:

The Education Director will possess the following qualifications, skills, experiences, and attributes:

- Post-secondary degree in Education or Business Administration field.
- Three (3) year experience managing programs, finances, and human resources.
- Experience working with schools and school boards.
- Experience writing proposals, policies, procedures, and reports.
- Experience working in a First Nation or Aboriginal organization preferred.
- Experience working with Aboriginal people, organizations and communities, management, and financial accounting experience.
- Must have Class G Ontario Driver's License in good standing and be able to travel.
- Must be able to meet deadlines, work flexible hours and/or attend emergency situations.
- Knowledge of government departments/ agencies dealing with First Nation Schools.
- Knowledge of education issues at the First Nation and Regional level.
- Knowledge of Mississauga First Nation programs and services.
- Knowledge of Occupational Health and Safety legislation, standards, and best practices.
- Strong leadership skills
- Demonstrated financial management skills.
- Excellent interpersonal skills.
- Excellent conflict resolution skills.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Excellent time management skills.
- Excellent computer skills with MS Office software.
- Ability to work independently and within a team environment.

How to Apply:

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department
P.O. Box 1299 Blind River, Ontario P0R1B0
Marked: CONFIDENTIAL
EMAIL: hrclerk@mississaugi.com FAX: 705-356-1740
Deadline: September 19, 2023

Thank you to all applicants; however, only those selected for an interview will be contacted.

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.