

# Education Manager

**Employer:** Ketegaunseebee Garden River First Nation

**Posted:** 3 months ago

**ES Job ID:** 15004

**Sector(s):** Education, Executive and Management

**Salary:** 38.8

**Closing Date:** November 30, 2023

**Location:** Garden River

**Duration:** N/A

## Job Description:

Position: Education Manager

Salary Range: \$38.80 - \$42.77 (Pending Education & Qualifications)

Location: EDUCATION UNIT

Report to: CAO

The Education Manager is responsible for the administration of programs and services delivered through the Education Unit. The Education Manager will develop strategies aimed to promote the success of our First Nation members through desired educational paths, community consultation and Garden River's Strategic Plan. They will collaboratively work with the team to execute the vision of Garden River. The Education Manager functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

## Duties

- Assisting in the development of the Program's goals and objectives;
- Developing administrative policies and submitting, to the Executive Director and the appropriate Council Portfolio, recommendations on such draft policies and advising on implementation and enforcement strategies;
- Ensuring the provision of, and advocating for culturally relevant education (to local school boards, post-secondary institutions, etc.), for members of the GRFN by participating in curriculum development;
- Evaluating the performance of all Education Unit contracts or agreements entered into by GRFN and reporting necessary findings to the Executive Director as necessary;
- Preparing and monitoring the nominal roll;
- Overseeing the maintenance of all education records for primary, secondary, and post-secondary students;
- Overseeing and recording the payment of tuition fees, transportation costs and allowances for housing, books, and supplies;
- Negotiating student transportation as required;
- Continue engaging in professional development;
- Establishing annual and longer-term objectives through identification of member needs, and develop plans for student success;
- Regular site visits with school boards and their schools within area of responsibility;
- Managing operations in terms of proper expense control, budget, adherence, financial decisions, reporting requirements;
- Supervising program budget so that it remains on target as defined in the Education Centre Budget Plan;
- Performing other duties as may be required or assigned

## Required Skills:

- Bachelor of Education, Master's Degree Preferred;

- Previous managerial experience in education domain maybe considered in place of education;
- Required five years management experience;
- Initiative to set priorities and identify plans of action;
- Ability to work effectively with personnel, parents, students, and community members;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to use good judgment in assessing difficult situations; Ability to be consistent and display a positive/helpful attitude;
- Flexibility required to keep pace with an ever-changing environment; Willingness to accept changes in work practices and technology;
- Stamina, sensitivity and strong negotiation and advocacy skills; Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook);
- Must undergo a criminal record and vulnerable sector check prior to employment (At Applicant Expense).

**How to Apply:**

\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\*

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: November 30th, 2023 @ 12:00pm. Please address the envelope and/or email "Education Manager - 2023 - 122\" and submit to:

Human Resources  
Garden River First Nation  
7 Shingwauk Street, Garden River, ON P6A 6Z8  
Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.