

Education Manager

Employer:	Ketegaunseebee Garden River First Nation		
Posted:	1 months ago	Closing Date:	April 18, 2024
ES Job ID:	15428	Location:	Garden River
Sector(s):	Education	Duration:	Full Time

Job Description:

In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.

Position: Manager

Department: Education

Salary Range: \$70, 616.00 - \$77, 841.40 (Pending Education & Qualifications)

Location: 48 Syrette Lake Road, Garden River

OVERVIEW

Reporting directly to the CAO, the 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.

Departmental 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:

- Preferred Bachelor of Education, Master's Degree;
- Previous managerial experience in education domain maybe considered in place of education;
- Initiative to set priorities and identify plans of action;
- Ability to work effectively with personnel, parents, students, and community members;
- Ability to use good judgment in assessing difficult situations; Ability to be consistent and display a positive/helpful attitude;
- 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;
- Competent interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, 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 and one can be forwarded
Interested applicants can email or drop off their cover letter, detailed resume, three work related references by:
April 18, 2024 @ 4:00pm. Please address the envelope and/or email \"Manager-2024-24\" and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org
Fax: 1-705-945-1415
Date Posted: April 4, 2024

The CAO 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. GRFN offers full-time employees' employer matched pension, extended benefits (dental and vision), paid sick and vacation days.

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.