



FULL-TIME EMPLOYMENT OPPORTUNITY: EDUCATION MANAGER

Salary: \$61,680 - \$75,220 / year (depending on education and experience)

Whitefish River First Nation is dedicated to creating a self-governing, inclusive community of confident, culturally-skilled lifelong learners.

The Education Manager, under the supervision of the Band Manager will oversee the Education Department of the Whitefish River First Nation, working with students of all ages to achieve their long-term educational goals. The Education Manager will oversee the competent delivery of services and systems for students in Elementary, Secondary and Post-Secondary.

AREAS OF RESPONSIBILITY INCLUDE:

The overall management of the WRFN Education system, from both the academic and administrative aspects, from the quality of educational services and of all the programs and resources of the WRFN in order to foster the academic success of all students in accordance with the values, beliefs and policies of the WRFN. It also includes providing education department support, resource support (e.g. Library), student supports and services as they relate to: Student supports and services, financial and administrative management oversight, Quality Assurance/ Management and reporting, and day-to-day and strategic planning.

QUALIFICATIONS:

Education and Experience:

- Graduate or undergraduate university degree in education, public administration, business administration, social work or a related field.
- Three (3) or more years of work experience in senior management position, preferably in the Indigenous education sector.
- Experience with development of programs and evaluation processes;
- Experience with education strategies and initiatives related to indigenous education;
- Experience writing proposals, policies, procedures and reports.
- Experience working with schools, school boards and external education bodies.

Knowledge Requirements:

- Must be familiar with the Anishinabek Education System.
- Knowledgeable of federal and provincial legislation, regulations and programs as they relate to Indigenous Education operations and First Nations student learning needs.
- Knowledgeable of and experience in the delivery of educational program and service requirements for First Nations students.
- Knowledgeable of relevant Education Service Agreements and experienced in working with provincial education authorities in area of First Nations students' learning success.
- Knowledgeable of and experience in utilizing project management techniques.
- Knowledgeable of the discipline of organizational behavior.
- Knowledgeable of and experience in community development and strategic planning activities.
- Knowledge in the Anishinabek language and culture or willingness to learn.

Other Requirements:

- Must provide a Vulnerable Sector Check upon hire.
- Must possess a valid Ontario driver's license, access to a dependable vehicle and valid automobile insurance.

Applications will be accepted via email, to the attention of:

CONFIDENTIAL:

Tricia Podlatis, Human Resources Manager

Whitefish River First Nation; 17-A Rainbow Ridge Road; P.O. Box 188; Birch Island; ON P0P1A0

Email: applications@whitefishriver.ca

Applications must be submitted by **January 4, 2022** by 4:30 p.m. and must include the following;

Cover letter, current resume, copies of qualifications, and 2 current employment related reference letters

We thank all who apply, however only those applicants selected for an interview will be contacted.