

# Whitefish River First Nation



## EDUCATION MANAGER

## EMPLOYMENT OPPORTUNITY

**Full-time with a competitive Salary, Group Benefits, and Pension!**

**Whitefish River First Nation (WRFN) is a dynamic Indigenous community that is seeking a dedicated, innovative, and detail-oriented Education Manager to join our team!**

The primary function of the Education Manager is to oversee and manage the educational programs and services within Whitefish River First Nation. These activities include ensuring that the education system aligns with the cultural values and needs of the community members, implementing educational policies and initiatives, coordinating curriculum development and delivery, managing the budget and resources for education, and collaborating with various stakeholders such as teachers, parents, and government agencies. The Education Manager works towards providing quality education and promoting the academic success and well-being of all students within the First Nation community with the support and guidance of the Education Committee.

### **Responsibilities:**

#### **Leadership and Administration:**

- Develop and implement strategic plans and educational initiatives in consultation with the Education Committee.
- Establish policies that align with the cultural values of the Whitefish River First Nation community.
- Coordinate and manage all education programs and services, including early childhood education, elementary, secondary, post-secondary, and adult education.

#### **Curriculum Development and Delivery:**

- Collaborate with the Principal, teachers, curriculum specialists, and community members to develop culturally relevant and inclusive curriculum materials as needed.

#### **Budgeting and Resource Management:**

- Develop and manage the education budget, ensuring efficient resource allocation.
- Identify funding opportunities, write proposals, and coordinate financial reporting to secure and maintain funding.

#### **Stakeholder Engagement:**

- Build positive relationships and maintain effective communication with parents/ caregivers, students, teachers, Elders, First Nation leadership, and government agencies.
- Collaborate with external partners to enhance educational opportunities, access to resources, and community involvement.

#### **Student and Staff Support:**

- Provide guidance and support to students, parents/caregivers, and teachers on educational matters.
- Implement strategies to enhance student engagement, attendance, and retention.

#### **Data Management and Reporting:**

- Collect and analyze data on student achievement, attendance, and other educational indicators.

#### **Cultural Integration and Language Revitalization:**

- Promote the integration of cultural values, Anishinabek knowledge, worldview, and language throughout the education system.

#### **System Navigation:**

- Provide education navigation and resources to students and parents/caregivers, including application assistance for post-secondary education.

#### **Supervision:**

- Supervise Shawanosowe School Principal, Day Care Supervisor, Librarian, Education Assistant, and Bus Driver(s).
- Conduct annual performance evaluations for supervised employees.

**Qualifications:**

- Bachelor's or Master's degree in education, administration, or a related field.
- Knowledge of Anishinabek culture, history, and educational issues, with a particular emphasis on local history and culture.
- Experience in Anishinabek educational leadership and administration.
- Familiarity with education legislation, policies, and funding mechanisms in Canada.
- Strong interpersonal, communication, and facilitation skills, with the ability to build relationships and engage diverse stakeholders.
- Excellent organizational and project management abilities, including budgeting and resource management.
- Proficiency in data analysis and report writing.
- Sensitivity to cross-cultural and linguistic diversity within the First Nation community.
- Experience with program development 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:**

- Ability to speak Anishinabemowin (preferred) and participate in the culture and traditions of the Anishinabek people.
- Knowledge and understanding of the Anishinabek Education System, and Kinoomaadziwin Education Body.
- Knowledgeable about federal and provincial legislation, regulations, and programs related to Indigenous Education operations and First Nations student learning needs.
- Knowledge of First Nation communities and funding structures, and the ability to integrate traditional and mainstream practices in program and service delivery.
- Knowledge of local education programs and services available to the WRFN band members.

**Other Skills**

- Excellent interpersonal, problem-solving, and written and oral communication skills.
- Ability to work independently and within a team environment.
- Capability to handle challenges and conflicts professionally.

Candidates are requested to submit an application that will include an updated cover letter, and resume detailing education, qualifications, and work experience as related to the position, including contact information for two (2) professional references and one (1) character reference to:

**Confidential: Education Manager**

c/o Human Resources

Whitefish River First Nation

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0

Email: [jobapplications@whitefishriver.ca](mailto:jobapplications@whitefishriver.ca) Fax: (705)285-4532

***Miigwetch (Thank-you) to all who apply, however only those applicants selected for an interview will be contacted.***