

Whitefish River First Nation



EDUCATION MANAGER EMPLOYMENT OPPORTUNITY

Term: Full-time

Salary Range: \$74,120 - \$89,700 (Depending on education and experience)

+ Group benefits, pensions, and more!

Whitefish River First Nation is seeking an experienced Education Manager to oversee and manage WRFN's educational programs and services. This pivotal role is instrumental in developing, implementing, and evaluating education initiatives to ensure our members' highest level of learning outcomes and success. The ideal candidate will play a crucial part in shaping the educational landscape of our community.

These responsibilities include ensuring that the education system aligns with the cultural values and needs of the band 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:

Strategic Planning & Community Engagement:

- Develop and implement strategic plans and educational initiatives in consultation with the Education Committee.
- Engage the community in the development of programs and services, ensuring alignment with cultural values and local needs.

Program Coordination & Support

- Oversee all education programs and services, including early childhood education, elementary, secondary, post-secondary, and adult education.
- Support language revitalization initiatives and immersion programs in partnership with language speakers and community experts.
- Ensure that the coordination of transportation services for secondary and elementary school students is implemented.

Compliance & Financial Management

- Ensure compliance with applicable legislation, funding agreements, and regulations.
- Develop, manage, and monitor annual budgets, financial projections, and reports, ensuring effective financial stewardship.
- Identify funding opportunities, write proposals, and manage funding agreements and financial reporting.

Policy Development & Implementation

- Lead in developing, revising, and implementing educational policies and procedures.
- Provide advice and support to the Education Committee on policy matters and educational best practices.
- Coordinate monthly Education Committee meetings and ensure accurate documentation of discussions and decisions.

Staff Management & Development:

- Supervise key education staff.
- Coordinate staff meetings, performance reviews, and employee training programs.

Community Relations & Student Engagement

- Foster positive relationships and effective communication with parents, guardians, students, teachers, Elders, community leadership, and external stakeholders.
- Develop and implement strategies to enhance student engagement, retention, and success.

Monitoring & Reporting

- Analyze data on student achievement, attendance, and other educational indicators to identify areas for improvement.
- Prepare and submit reports, including annual work plans, briefing notes, monthly updates, and quarterly progress reports.

Professional Development & External Collaboration

- Participate in local, regional, and national committees and conferences to stay informed on trends and best practices in Indigenous education.
- Coordinate with external partners to enhance educational opportunities and resources available to community members.



QUALIFICATIONS:

- A bachelor's or master's degree in education, business administration, or a related field.
- Proven experience in educational leadership and administration, particularly in Indigenous communities.
- Knowledge of Anishinabek culture, history, and educational issues, focusing on local community needs and practices.
- Familiarity with Canadian education legislation, policies, and funding mechanisms, particularly in relation to Indigenous education.
- Experience in program development, evaluation, and implementation, particularly in the First Nations educational context.

SKILLS & ABILITIES:

- Strong interpersonal, communication, and facilitation skills, with the ability to engage diverse stakeholders, including community members, teachers, and government agencies.
- Exceptional organizational and project management abilities, including budgeting and resource management.
- Proficiency in data analysis, reporting, and performance evaluation.
- Ability to work independently and collaboratively with a team.
- Flexibility to manage multiple priorities and meet deadlines in a dynamic environment.
- Sensitivity to cross-cultural diversity and commitment to fostering an inclusive educational environment.
- Excellent problem-solving, decision-making, and conflict resolution skills.
- Strong written and oral communication skills.
- Ability to work flexible hours and travel as required.

KNOWLEDGE REQUIREMENTS:

- Knowledge of the Anishinabek Education System and Kinoomaadziwin Education Body.
- Understanding federal and provincial legislation, regulations, and programs affecting Indigenous Education and First Nations students.
- Familiarity with Indigenous peoples' history, culture, traditions, and socioeconomic conditions and the ability to integrate traditional and mainstream practices.
- Experience with Education Service Agreements and working with provincial education authorities to support First Nation students' learning success.
- Understanding of community development principles and strategic planning in an educational context.

UPON HIRE:

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

For a complete job description, please email: hrmanager@whitefishriver.ca

*****OPEN UNTIL FILLED*****

Interested applicants must submit a current resume, cover letter, two (2) work-related references, one (1) character reference (with contact information), and applicable education diplomas/certifications to:

CONFIDENTIAL: EDUCATION MANAGER

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