

Education Manager

Gitsegukla Band

We are currently looking for a respected education professional, with experience working as a teacher and principal, to fill the role of Education Manager for our organization. This is a professionally and personally rewarding opportunity for someone who wants to make a significant impact on the well-being and everyday lives of a First Nation community, while working in a beautiful part of BC. Gitsegukla is located on Highway 16, approximately 27 kms southwest of New Hazelton, BC, and 100kms East of Terrace, BC.

Key Accountabilities and Scope:

Under the direction of the Band Manager and the Gitsegukla Council Education Committee, the Education Manager will be responsible for administering and overseeing education initiatives and activities for Gitsegukla Band including the three common education programs: Elementary/ Secondary, Post-Secondary, and Adult Basic Education.

The successful candidate will work to create an effective learning experience for all Gitsegukla students.

General areas of responsibility include:

- **Leadership** – Works with community, teaching staff, Council and administration to guide the development and implementation of a shared mission, vision, goals, and values. Evaluates current programs and services against mission, vision, goals and values and develops programs related to languages or culture with a local focus. Implements all education-related policies and programs adopted by Gitsegukla.
- **Administration** – Administers and monitors education program and service delivery. Establishes department budgets and ensures programs operate within budget allocations. Organizes and maintains procedures for the keeping of confidential records.
- **Human Resources** – Oversees the work of managing heads of education departments in Gitsegukla in accordance with Band standards and performance expectations. Takes on the role of Acting Principal for the Gitsegukla Elementary School when the Principal is on leave.
- **Reporting and Planning** – Participates in the Gitsegukla Education Committee, providing regular updates on education related activities. Prepares strategies and plans for Gitsegukla education and presents to Council approval. Prepares and submits reports to Band Manager, Chief and Council or other external representatives as required.
- **Student Services** – Develops, coordinates and organizes First Nations educational opportunities and experiences for Gitsegukla students. Reviews student applications and registrations. Monitors the attendance of students and distribution of high school allowance program and/or other programs. Assists students with career exploration and transition to different educational institutions.
- **Building and Facilities** – Manages the Learning Centre and administers halls rentals for the community.

Gitsegukla Job Posting

- **Funding**- Identifies funding available to students (CIRNA and other) and assists students with various funding applications. Works with relevant government agencies and educational institutions to administer and oversee funds applied (e.g. Post-Secondary Student Education Program and Head Start Program).
- **Quality Management** – Ensures all programs and services meet or exceed program objectives and works to maximize student satisfaction. Ensures that Gitsegukla traditions and cultural education approaches are incorporated into all education service delivery. Stays in close contact with the community to better appreciate their needs and assess the quality of services provided by Gitsegukla and Government programs.

Experience and Education Requirements:

- Must have a valid Ministry of Education Certificate of Qualification.
- Post-secondary degree in Education or Business Administration and/or equivalent.
- 5+ years of related experience, ideally in the human resources or education sector.
- Strong knowledge of First Nation issues.
- Experience working in First Nation community considered an asset.
- Experience working with children and youth considered an asset.

Knowledge, Skills and Abilities:

- Knowledge of cross-cultural issues, and ability to facilitate cultural competency training.
- Knowledge of the BC public school system (elementary and secondary).
- Excellent advocacy and conflict resolution skills.
- Proficient computer skills including the use of Microsoft office programs.
- Valid BC driver's license and use of own vehicle required.
- Ability to successfully undergo periodic criminal records review and police record check.

This position is a full-time position. Salary or wages are negotiable based on experience.

If you're a committed and dynamic leader that strives to communicate and serve the Gitsegukla people in a manner that respects, enhances and promotes the cultural identity and well-being of both the individual and community, then this is an exciting opportunity worth exploring. The ideal candidate will be solutions based with a positive and caring attitude.

If you are interested in learning more about this exciting opportunity please forward your resume and cover letter in one of the following ways:

By email at gitseguklajobs@mp.ca

By fax at 604.685.8594

Drop off at the Gitsegukla Band Office

The deadline to provide your application is 11:59pm (PST) on January 4th 2019.

Please note only candidates considered for the interview process will be contacted.