



## **Employment Opportunity Full-Time Director of Education**

MGBHLM First Nation is seeking a Full-Time Director of Education who will be responsible for the coordination and delivery of the Post-Secondary, Secondary, Elementary, Transportation, Special Education Programs and Services, Daycare and HeadStart Program. In addition, the Director of Education is responsible for the administration and supervision of all other education programs and services including, but not limited to the Special Education Support Program; Summer Student program; Library Services; and After School Bus program. In support of the First Nation's goal of providing quality management, they shall continuously strive to improve operations, streamline work processes, and work cooperatively with other departments to provide quality services to its membership. The Director of Education shall, in every aspect of their position promote the First Nations vision and mission statements, maintain the level of professionalism expected by the First Nation as outlined through the policies and procedures manuals, and uphold the ethics of the position and the Education Team

### **ROLES & RESPONSIBILITIES:**

- Financial Management
- Administrative
- Human Resources
- Policy Development
- Inter-agency Participation Elementary/Secondary School Program
- Daycare/HeadStart Program
- Post Secondary Education Program
- Summer Student Jobs Program

### **QUALIFICATIONS/EXPERIENCE:**

- Knowledge of the First Nations culture and traditions.
- The ability to speak or understand the Nakoda and Cree language would be an asset.
- Proficient in Microsoft Office Suite, Google Suite, Microsoft Teams
- 5 years experience working with school boards, schools, students and funding agencies.
- Valid Driver's Licence with a clear driver's abstract.
- Excellent oral and written communication skills.
- Clear Criminal Record Check with the Vulnerability Sector
- Experience preparing briefing notes, reports and policies.

- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments including the implementation of short- and long-range goals
- Ability to investigate, analyze, and make procedural decisions regarding problematic situations.
- Skilled in budget preparation and fiscal management
- Ability to organize and prioritize a wide variety of assignments using independent judgement and minimal supervision.
- Developed interpersonal skills, and the ability to effectively work with the general public management and employees.
- Be able to work overtime to meet deadlines and/or emergency situations

**ADDITIONAL REQUIREMENTS:**

- 4-year applicable University Degree
- minimum of 5 years work experience managing Indigenous populations in a related sector, such as education, finance and leading staff with a proven record of success
- The Director of Education shall maintain a positive relationship within the community and with the community members.

**WORKING CONDITIONS:**

- Complete responsibilities and duties free of external influences.
- All business communications, whether verbal, visual, or written, whether for internal or external use, will be professional in tone and content and according to any applicable and existing Human Relations policies and standards.
- Employees will respect each other's time, space, and need for concentration.
- Socializing and interruptions must not impede workflow.
- All employees will ensure a safe working environment is maintained
- The First Nation is a drug and alcohol-free workplace
- You will be working in sensitive and confidential circumstances and are expected to maintain that confidence at work and out of work.

**HOW TO APPLY:**

**Email: [human.resources@mosquitofn.ca](mailto:human.resources@mosquitofn.ca)**

**Deadline: December 07, 2024**

Please submit your resume with cover letter outlining your interest to:

**Human Resources Department**

Mosquito, Grizzly Bear's Head, Lean Man First Nation

Only those selected for an interview will be contacted.