

ATIKAMEKSHENG ANISHNAWBEK
INTERNAL & EXTERNAL JOB POSTING FOR BAND MEMBERS ONLY

File Number:	WLFN 2017-04
Job Title:	Director of Education & Social Services
Regular or Contract:	Regular
Department:	Education & Social Services
Reports to:	Director of Operations

A. PURPOSE AND SCOPE

The role of the Director of Education & Social Services is to manage the coordination and the delivery of programs and services of the Atikameksheng Anishnawbek including Post-Secondary, Secondary & Elementary Tuition, Adult Education, Literacy, Anishnabemowin, Special Education, Transportation, Library, Day Care and the After School, Niigaaniin Programs & Services, Child & Family Services. Manage the financial resources, human resources and programs and services of the department to ensure student success and to improve the educational levels the Atikameksheng Anishnawbek members. The Director of Education & Social Services shall continuously strive to improve operations, streamline work processes and work collaboratively with other departments to provide quality services to its membership.

B. QUALIFICATIONS

- University Degree – Bachelor of Education or Bachelor of Arts in Social Work or or related field of study
- Three (3) years’ experience working with a First Nation or Aboriginal organization managing programs and services, finances, human resources;
- Experience working with School Boards and/or Schools;
- Experience writing proposals, policies and procedures and reports;
- Experience working with Aboriginal people, organizations, management and financial accounting experience.

Mandatory Requirements

- Able to provide a Canadian Police Information Centre (CPIC).
- Able to provide a Vulnerable Sector Screening (VSS).
- Valid Driver’s License.
- Must be able to work overtime and meet deadlines and or be available in emergency situations.

The incumbent must demonstrate the following skills:

- Team building;
- Decision making;
- Problem solving;
- Effective verbal and listening communication skills;

- Time management skills; and,
- Ability to work with little or no supervision.

Additional Requirements

- Comprehension of the administrative direction of the Atikameksheng Anishnawbek education system;
- Demonstrated financial management experience;
- Development of financial and student reports;
- Experience working directly with individuals in guidance and counselling services specific to education, employment and training needs;
- Working with committees, Boards and Chief and Council, Aboriginal organizations and communities;
- Knowledge of government program interventions, education funding, administration of Post-Secondary programming, admissions criteria, regulations, standards and guidelines;
- Ability to incorporate and practice Anishnawbek culture into delivery;
- Proficiency in computer software applications;
- Strong communication skills and interpersonal skills;
- Strong time management and organizational skills with ability to work collaboratively as a team player and work independently;
- Excellent decision making and problem solving and conflict resolution skills;
- Knowledge of internal/external challenges;
- Must have knowledge and/or experience with the culture, history and customs of the Anishnawbek;
- Fluency in Anishnabemowin or a strong desire to learn;
- Ability to work in a fast paced office environment;

C. DUTIES

Administration and Management of Education Programs and Social Services

- Develop annual work plan of educational programs and social services;
- Engage the community in the development of programs and social services;
- Develop, negotiate and monitor approved education agreements and other agreements related to social services;
- Coordinate the inclusion of Anishnabemowin and culture into programs and social services;
- Develop programs and social services to ensure student success, employability and to improve the educational levels of community members;
- Coordinate transportation services for secondary and elementary school students;
- Coordinate special needs and other counselling for students;

Project Management

- Ensure completion of administration tasks as required;
- Prepare reports, briefing notes and correspondence as required;
- Prepare annual work plan, monthly reports to supervisor;
- Establish work priorities, delegate work as necessary when applicable and ensure deadlines are met and all policies and procedures are followed.

Financial Management

- Develop annual education budgets with input from education and administrative staff;
- Approve and monitor cheque requisitions for programs and services;
- Adhere to the Finance Policies and Procedures;
- Monitor and flag monthly budget variances, adjust and report as necessary;
- Develop and provide quarterly and annual reports;
- Maintain overall financial administration of the budget of approximately \$ 2.5 to \$3 Million;

Policy Development

- Lead in the planning, development and implementation of various policies as they relate to the Education & Social Services Department;
- Monitor and revise, write is necessary policies and procedures;
- Prepare and submit proposals for funding and/or enhanced educational and social services;
- Interagency participation;
- Coordinate Education & Social Services Committee;
- Provide advice and assistance to the Education & Social Services Committee;
- Actively participate in local, regional and national committees/groups in support of educational and social services;
- Maintain communication with the community to promote education programs and social services and gain feedback on the direction of Education & Social Services in the community.

Personnel

- Supervise, coach and direct education department staff;
- Coordinate team meetings;
- Coordinate development of annual work plans;
- Monitor employee performance and performance reviews;
- Monitor attendance and address any issues;
- Coordinate staff development and address training needs;
- Participate on hiring committees when required;
- Ensure orientation for new staff is completed;

Application Deadline is: Tuesday August 8, 2017 at 4:00 p.m.

SALARY: To commence with the Atikameksheng Anishnawbek salary and job classification scale.

On behalf of Chief and Council, please submit your covering letter, resume and three current reference letters, as well as copies of all diplomas and/ or degrees by one of the following: (1) fax 705-692-5010 (2) hand delivery (3) or by regular mail to:

Jeanne Naponse, Director of Operations
Atikameksheng Anishnawbek
25 Reserve Road

Naughton, ON P0M 2M0

For more information, or a complete job description please contact Director of Operations @705-692-3651. **Preference is given to members of the Atikameksheng Anishnawbek.** Thank you to all who apply, however, only those selected for an interview will be contacted.