



**Anishinabek Education System (AES)  
Kinoomaadziwin Education Body (KEB)**

**JOB POSTING**

POSITION:	Director of Education
DEPARTMENT:	Administration
ACCOUNTABILITY:	Kinoomaadziwin Education Body Board
PREFERENCES:	Member of an AES Participating First Nation or of Aboriginal Descent
LOCATION:	Nipissing First Nation
APPROVED:	August 2017

**JOB PURPOSE/SUMMARY**

The Director of Education is responsible for the operations and delivery of the Anishinabek Education System to the participating First Nations. As a result, the Director of Education is responsible for policy implementation and administration by providing vision, leadership, planning, execution, advocacy, and coordination of the AES. The Director of Education will move forward the organizational mandate through implementation of the goals and strategic objectives of the AES.

The Director of Education reports directly to the Kinoomaadziwin Education Body Board of Directors. The Director of Education is accountable to the participating First Nations for the operational management of the Anishinabek Education System. The Director of Education will have the delegated authority to oversee, direct and authorize all Kinoomaadziwin Education Body staff.

**KEY JOB FUNCTIONS**

**Educational Leadership**

- Provides leadership in all matters relating to the Anishinabek Education System.
- Develops and maintains positive and effective relations with the Regional Education Council (REC's) and the Local Education Councils (LEA's) of the Participating First Nations and various school boards.
- Develops and maintains positive and effective relations with the federal, provincial and local governments.

**Fiscal Responsibility**

- Ensures effective stewardship of KEB board resources in accordance with the Funding Model, other applicable grant regulations. Develops and recommends proposals for the AES as they may become available.

**Organizational Management**

- Ensures system compliance with all relevant legislation, KEB Board mandates and timelines.
- Reports to the KEB Board with respect to matters required by the funding arrangements.

### **Strategic Planning**

- Provides leadership for the development of Multi-Year Strategic Plan aligned with KEB Board goals.
- Assists the board in the strategic planning process including:
  - establishment of board goals/priorities; key result areas;
  - strategic plan outcomes; approval of process and timelines.
- Aligns the AES policies and financial resources around achieving the AES vision and goals for students.
- Develops an annual capital plan, for KEB Board approval.
- Reports annually on the progress of the Multi-Year Strategic Plan and the KEB Board Improvement Plan.

### **Personnel Management**

- Holds delegated authority over all personnel-related issues.
- Ensures effective systems are in place for the selection, supervision, development and performance review of all staff.

### **Policy/Procedures**

- Facilitates the planning, development, implementation, review and evaluation of all relevant Policies for the AES with the KEB.
- Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures.

### **Director/Board Relations**

- Establishes and maintains positive working relations with the KEB Board and the Participating First Nations.
- Supports the KEB Board in performing its role and facilitates the implementation of its role as outlined in KEB board policy.
- Ensures that the learning and well-being of students are at the core of the elected KEB board's decision-making.
- Communicates effectively with the KEB Board and the Participating First Nations.

### **Communications and Community Relations**

- Establishes effective communication strategies to ensure open, transparent and positive internal and external communications.
- Ensures that mandated KEB board committees have the opportunity to provide appropriate advice and support as required in the regulations and KEB Board policies.
- Promotes the AES through participation in community events.

### **Recognition**

- Establishes effective recognition programs and strategies to ensure that internal and external audiences are aware of student, volunteer, staff and system successes.

### **Capacity Building**

- Provides opportunities within the system for aspiring and existing leaders to improve their leadership capacities.
- Develops realistic plans for leadership succession.
- Models the practices, dispositions and work habits that are desired for professional leaders in the AES system.
- Communicates the AES system's vision and goals for students to the wider community.
- Develops and sustains high levels of commitment among all leaders in the AES Participating First Nations driven by a shared sense of responsibility for the continued achievement and well-being of students.

### **Administrative Procedures**

- The Director of Education is authorized to provide the administrative procedures necessary to implement the AES and KEB Board policy.

### **Student Achievement and Well-Being**

- Provides advice and leadership to the board to promote clear, consistent, expectations that focus on successful outcomes for students.
- Establishes a focus on continuous improvement that is supported by data.
- Ensures that students through the REC's and LEA's are provided with the appropriate programs and support to meet or exceed the standards of education mandated by the Anishinabek Education System.
- Ensures that students are provided with a rich variety of culturally based programs.
- Takes the necessary steps to provide facilities to accommodate students.

### **PREFERRED QUALIFICATIONS**

- 5 + Years' experience working in Aboriginal Education.
- Knowledge of First Nation education issues, challenges and delivery models.
- Fluent Anishinabemowin.
- Master's Degree in Education.
- A combination of experience and education.

### **KNOWLEDGE**

- Comprehension knowledge of the direction of Anishinabek Education System;
- Working with committees, Boards, Chief and Council's, Aboriginal organizations and communities;
- Demonstrated financial acumen;
- Ability to incorporate and practice Anishinabek culture into delivery;
- Proficiency in computer software applications;
- Knowledge of internal/external challenges;
- Must have knowledge and/or experience with the culture, history and customs of the Anishinabek;
- Willing to learn Anishinabemowin.
- Ability to work in a fast paced office environment;

### **Skills**

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.

### **Personal Attributes**

The incumbent must demonstrate the following attributes:

- Be honest and trustworthy;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Be flexible; and,
- Demonstrate sound work ethics.

### **Other Qualifications**

- Able to provide a Canadian Police Information Centre (CPIC).
- Able to provide a Vulnerable Sector Screening (VSS).
- Valid Driver's License and/or access to reliable transportation.

Interested applicants **MUST** submit a cover letter, resume, photocopies of Certificates/diploma/degree/OTC from a post-secondary institution, and three references (preferably 3 recent employment references from a direct supervisor/manager):

Attn: Kinoomaadziwin Education Body Board Hiring Committee c/o Union of Ontario Indians  
Box 711, North Bay, ON P1B 8J8

Phone: 705-497-9127 / 1-877-702-5200 Fax: 705-497-9135

E-mail: Alice McLeod [alice.mcleod@anishinabek.ca](mailto:alice.mcleod@anishinabek.ca)

**By: September 15, 2017 @ 4:00 p.m.**

Late or incomplete applications will not be considered.

We appreciate your interest, however, only those selected for an interview will be contacted.

Preference will be given to Aboriginal people.