

# LAC DES MILLE LACS FIRST NATION

## EMPLOYMENT OPPORTUNITY – DIRECTOR of EDUCATION

### *Position Summary*

Lac des Mille Lacs First Nation is currently seeking a Director of Education to assist in further growing our Education department and to provide enhanced services to its membership and families. The Director of Education will be responsible for the overall coordination, management and reporting for the Lac des Mille Lacs K-12 education programs/projects. The Director of Education is also responsible for the development, implementation and coordination of the First Nation's 4 Years Education Strategic Plan. The Education Director reports directly to the Band Administrator.

The preferred candidate will have an exemplary track record in a senior administrative/leadership role with extensive experience working with a First Nation Education Authority, organization, or school. Possessing exceptional interpersonal, communication and management skills, he/she will be an accomplished team builder, leader and proven implementer, focused on both people and achieving results.

### *Required Skills & Qualifications*

- 1) Ontario Academic Supervisory Officer qualifications, or equivalent education and/or experience, including:
  - a. Qualified in the Intermediate Division and two of the Primary, Junior, or Senior Divisions;
  - b. Having at least five years of classroom experience;
  - c. Completion of an acceptable Master or Doctoral Degree **and**;
  - d. Possessing one of the following:
    - i. Principal's Qualifications in Ontario or another province,
    - ii. At least one Specialist qualification with an additional 2 years of experience as a Principal or,
    - iii. An additional 2 years of experience in a senior administration role with a school board or with a provincial ministry.
- 2) Member in Good Standing with the Ontario College of Teachers.
- 3) A minimum of 10 years working with First Nations, First Nation organizations or Indigenous and Northern Affairs Canada.
- 4) Fluency in the Anishinaabe language would be an asset.
- 5) A thorough knowledge of Anishinaabe traditions and culture.
- 6) Extensive experience in program and project management.
- 7) Extensive experience in developing, implementing and coordinating strategic plans.
- 8) Valid driver's license.

Along with their resume and cover letter, applicants must submit a current criminal record check and three references. Application packages must be submitted by **Wednesday, November 29th 2017 at 3:00 p.m. EST to:**

**HIRING COMMITTEE**  
**Lacs des Mille Lacs First Nation**  
**1100 Memorial Avenue, Suite 328**  
**Thunder Bay, ON**  
**P7B 4A3**

**Telephone: (807) 622-9835 • Fax: (807) 622-9866 • E-mail: [info@lacsdesmillelacsfirstnation.ca](mailto:info@lacsdesmillelacsfirstnation.ca)**

## ***Location***

Thunder Bay, ON and Lac des Mille Lacs First Nation Reserve 22A1

## ***Duties***

**The Director of Education will be responsible for:**

- A. Assisting the First Nation in establishing and maintaining high academic, cultural and linguistic standards in all education programs;
- B. Assisting the First Nation in ensuring all education programs utilize a holistic approach to student success;
- C. Developing, implementing and coordinating a 4 Year Education Strategic Plan for the First Nation based on measurable objectives and specific performance measures;
- D. Developing and implementing policies and procedures prepared in conjunction with the community and Chief and Council;
- E. Developing an annual work plan and reporting regularly to the Band Administrator on the progress of that plan;
- F. Assisting with the development and management of educational programs at the community's Cultural Centre for school-aged students and youth;
- G. Developing and implementing a cultural and Anishinaabe language based K-12 school program;
- H. Managing all education related programs and projects;
- I. Managing human resources, including employing appropriate staff for education related programs and projects;
- J. Preparing education budgets and spending priorities as well as seeking funding opportunities to enhance all education programs;
- K. Regularly reporting to the Band Administrator and Chief and Council as requested, on the effectiveness of the education programs, projects and supports provided by Lac des Mille Lacs First Nation;
- L. Assisting with the initiating and maintaining of a network with provincial school boards and other First Nation schools/organizations in order to actively pursue student improvement, success and program effectiveness;
- M. Liaison with INAC, the Ministry of Education and other funding agencies;
- N. Attend meetings, workshops and conferences, as required, to gather knowledge, information, and best practices that would assist the education programs of the First Nation;
- O. Other duties as assigned by the Band Administrator and Chief and Council

## ***Travel***

As required

## ***Compensation***

To commensurate with education and experience

**Note:** We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted. If you have further questions about the position, please feel free to contact Quentin Snider, Band Administrator at (807) 622-9835 extension 222 or email at [quentinlaptop@tbaytel.net](mailto:quentinlaptop@tbaytel.net).