

Lac des Mille Lacs First Nation

EMPLOYMENT OPPORTUNITY – SCHOOL PRINCIPAL

Position Summary

Lac des Mille Lacs First Nation (LDMLFN) is currently seeking a professional Educator to fill the position of School Principal to assist in growing our Education department in providing enhanced services to its membership and families. This position will be essential to the success of the newly planned operation of the LDMLFN Education Center.

Overall Role

The Principal is responsible for the overall operation of the Lac des Mille Lacs First Nation's JK-12 Urban School program. The Principal will ensure that the students who attend have the programming and supports that meet their own unique educational, emotional, social and physical needs. The Principal will ensure that the education program in the school is largely inclusive of the Anishinaabe language, culture and traditional practices. The Principal will also ensure the school meets all provincial licencing and curricular requirements. The Principal will report directly to the Education Director.

Required Skills & Qualifications

- a) Bachelor of Arts/Science and Bachelor of Education, a Bachelor of Education or an Aboriginal Education program diploma.
- b) A Master of Education degree would be an asset.
- c) Principal's Qualification Program Part 1 and 2 or a plan to complete these qualifications within a reasonable time frame.
- d) Anishinaabe Language Proficiency is an asset.
- e) Experience in school administration would be an asset.
- f) Membership with the Ontario College of Teachers.
- g) Excellent management, planning and organizational skills are required.
- h) Thorough knowledge of education systems, structures and funding models.
- i) A background in school improvement planning, use of school-based data and the Professional Learning Communities (PLCs) would be an asset.
- j) Experience in the education of Anishinaabe students/adults.
- k) Vulnerable reference check is required..
- l) Valid driver's license.

Along with their resume and cover letter, applicants must submit a current criminal record / vulnerable sector check and three references. Application packages must be submitted by **Monday May 13, 2019 at 4:00 p.m. noon EST** to:

HIRING COMMITTEE

**Lac des Mille Lacs First Nation – Attention: Education Centre
1100 Memorial Avenue, Suite 328
Thunder Bay, ON P7B 4A3**

Telephone: (807) 699-0233 ☐ Fax: (807) 475-4882

E-mail: SFEC@lacsdesmillelacs.ca / ldmlfn@lacsdesmillelacs.ca

GENERAL DUTIES

- A. Provides leadership for instructional and non-instructional personnel, reporting to him/her at the school.
- B. Directs all school administrative operations.
- C. Supervises all school programs and staff, reporting to him/her.
- D. Be an active, positive member of the school community.

SPECIFIC DUTIES

- 1. Responsible for and supervises school operations consistent with existing policies and procedures.
- 2. Responsible for all pupil records.
- 3. Responsible for ensuring that all classroom instruction includes the Anshinaabe Language, Culture and Traditional activities in all subject areas.
- 4. Promote parent and community involvement in the school.
- 5. Responsible for proper maintenance and custodial care of school facility and grounds at the school.
- 6. Responsible for health and safety of pupil and staff (fire drills, disaster plan, etc.).
- 7. Responsible for accounting of monies received and dispersed from school funds.
- 8. Provides leadership in developing, coordinating, implementing, and evaluating school curriculum.
- 9. Provides leadership for staff and pupil morale.
- 10. Develops internal school budgets.
- 11. Assists teachers in instruction and supervision of pupils and arranges for special services when possible.
- 12. Assists in recruiting and interviewing prospective teachers.
- 13. Supervises the preparation of all reports originating at the school.
- 14. Evaluation of instructional and non-instructional staff, reporting to him/her.
- 15. Maintains fair, reasonable, and consistent discipline.
- 16. Maintains inventory of supplies, equipment, and furniture within the school.
- 17. Participates in workshops, conferences, and parent-teacher meetings.
- 18. Maintains a working relationship with local school boards and community agencies that deal directly with the school.
- 19. Promotes and markets a positive image of the Education Centre and programs to the community.
- 20. Performs such other duties as assigned by the Education Director and/or Chief and Council.

Compensation

To commensurate with education and experience

Funding Source

Ministry of Education

Note: We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted.