



**Windigo First Nations Council**



**Windigo Education Authority**

## **Interim Education Director - MATERNITY LEAVE POSITION**

**May 2019 to November 29, 2020**

Reporting to the WFNC Director of Operations and in conjunction with the Windigo Education Authority /Local Education Authority board members, the Interim Education Director will implement the policies determined by the WFNC/WEA/LEA members and will provide overall planning, direction and cooperation of the First Nation education programs and staff. He/she will be responsible for developing, recommending and implementing approved strategies for the efficient and effective day-to-day operation of the WEA community schools.

The ideal candidate will have several years of experience managing an association or similar organization. He or she will have the ability and vision to successfully develop and direct the Program.

Program Responsibilities of WEA Interim Education Director will include but are not limited to the following:

- Assist WEA communities with Teacher Recruitment/Retention
- Teachers/Principals Contract development/oversight
- Elementary School operations assistance as required/directed
- Assist and provide Teachers/Principals support as requested/directed
- Assist WEA communities with HR issues/matters
- Assist WEA Local Education Authorities the school evaluation process
- Assist WEA Location Education Authorities/schools with professional development opportunities
- Provide quarterly reports to WFNC Management and the WFNC Chiefs as requested and required
- Organize and participate in LEA meetings, First Nation meetings as requested, and other assemblies to provide and obtain information.
- Provide and organize professional development for the community schools.
- Prepare and provide monthly reports to the WEA/LEA.
- To monitor government agency and department policies as they affect the Windigo Education Authority education system and to recommend and lobby for change with the WEA/LEA.
- Maintain a working relationship on behalf of WEA with education authorities including Provincial School Divisions, Ministry of Education, Indigenous and Northern Affairs Canada, and other Tribal Councils.
- Assist with Annual Performance Appraisals of WEA principals and staff as needed.
- Prepare draft policies, plans and programs on educational matters for review and approval by the WFNC and in conjunction with WEA/LEA.
- Assist the Local LEA/staff and WEA school principles plan school year for the First Nations elementary schools Principals.
- If there is no principal the director will ensure regular inspection of classroom instructions and evaluating of teaching staff.
- Organize community education meetings, workshops and special sessions for community members to become involved in educational planning and development of programs.
- Travel to the WEA communities and hold regular meetings with all educational staff/LEA, Education Directors, etc. as required or requested.
- Assist with the preparation of an annual education budget, in conjunction with education and band staff and WFNC Finance Manager as required.
- Carry out other related duties as requested by the WEA/LEA and WFNC.

## Qualifications

- ✓ Bachelor's Degree in Education and experience required;
- ✓ Experience in curriculum development an asset. Creativity, leadership and clear communication skills are a must;
- ✓ Fluency in Ojibway/Oji-Cree dialect an asset.
- ✓ Strong Initiative, resourcefulness and ability to implement new ideas in education.
- ✓ Must be able to travel extensively in the remote First Nation communities;
- ✓ Knowledge and experience in program administration
- ✓ Must have experience working in a First Nation education system
- ✓ Must have knowledge of First Nation culture, traditions and language
- ✓ Understanding of issues and requirements related to information privacy and access;
- ✓ Must have a clear Criminal Reference and Vulnerable Sector Check

**Location:** Sioux Lookout, Ontario

**Salary:** To commensurate with experience and qualifications

**Closing Date:** **April 24, 2019 – 4:00pm**

Submit RESUME COVER and THREE (3) WORK RELATED REFERENCE LETTERS/Please include email address (applicants will be contacted through email):

**MAILING ADDRESS:**

160 Alcona Dr.  
P.O. Box 299  
Sioux Lookout, ON  
P8T 1A3  
Ph: 807-737-1585  
Main Fax: 807-737-3133  
smaxwell@windigo.on.ca

**\*\*Note:** A Vulnerable Sector Criminal background check is required.