

# JOB OPPORTUNITY

## Sagkeeng Anicinabe Government has a current opening for a Director, Sagkeeng Education

*Reporting directly to the Chief and Council, the Education Director is responsible for the overall planning, operations and performance of the Sagkeeng Education Authority including developing, implementing and enforcing policies governing the supervision of all personnel, buildings, equipment and programs. The Education Director shall discharge their responsibilities in accordance with sound educational and administrative practices, policies, guidelines and procedures.*

### DUTIES:

- Provide leadership by identifying the immediate and future needs of the community and develop appropriate strategies policies and plans for meeting the needs, including developing a long-range plan for increasing literacy, numeracy and graduation rates;
- Establish a budget and insure budgetary compliance,
- Coordinate and integrate all programs, fiscal budgets, human resources as well as physical facilities and equipment,
- Provide leadership in the design and implementation of new programs, curriculum and/or modification of existing programs and curriculum,
- Develops Departmental policies and interprets the policies to staff, students parents and clients;
- Promote the general support of the community, the students and the staff
- Evaluate and sign off administrators, teachers and other employees' performance evaluations and works with Human Resources on staffing and performance matters'
- Renegotiation of provincial tuition agreements and forging partnerships with INAC, other school boards and post-secondary institutions
- Preparing and presenting funding proposals;
- Ensures that all programs and services adequately and effectively meet community, student and client needs according
- Ensures the proper functioning of departmental and staff meetings.
- Manages a team of school Principals and specialists.
- Represents the Department at various meetings, seminars and gatherings as required.

### QUALIFICATIONS:

- Must have a Bachelor's Degree in Education.
- A minimum three (3) years related experience which includes leading Aboriginal services, program and/or policy development, and/or administration and/or education and community development,
- An equivalent combination of education and experience may be considered,
- Proven experience in course or program development.
- In depth understanding of Aboriginal cultures, histories, protocols, issues, demographics and social structures,
- Excellent planning, administrative, organizational, project management and budget management skills,
- Ability to plan strategically, initiate action and achieve desired outcomes for multiple initiatives in both political as well as culturally sensitive environments,
- Ability to work as an integral team member and provide leadership to teams and working committees, achieving goals using consultative and collegial processes,
- Ability to communicate sensitive and complex information to a wide variety of audiences,
- Knowledge of aboriginal education policies and procedures as set out by Federal and Provincial governments,
- Knowledge, understanding and appreciation of First Nations culture and traditions,
- Strong organizational, interpersonal and leadership skills;
- Ability to effectively deal with the public,
- Able to think critically and possess strong facilitation and presentation skills,
- Ability to work in a high stress, high pressure environment and to lead change,
- Experience teaching First Nations students,
- Understanding of and experience with First Nation administrators is an asset;
- Preference will be given to applicants of Aboriginal / First Nations ancestry.



Sagkeeng Anicinabe

Application deadline:  
**June 22, 2018**

### Applicants MUST submit:

- Cover letter/ résumé
- Criminal record check
- Vulnerable sectors check
- Child abuse registry (or proof of application)

Attention to:

Human Resource Manager  
Sagkeeng Anicinabe  
Box 3, Fort Alexander, MB  
R0E 0P0

Résumés can be mailed to the above address, emailed to [jobs@sagkeeng.ca](mailto:jobs@sagkeeng.ca) or dropped off at the Sagkeeng Government Office.

**LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**

**Applicants must demonstrate in their résumés or cover letter how they meet the requirements of the position.**

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED