



EMPLOYMENT OPPORTUNITY

Education Manager

Permanent Fulltime

After 40 years of service, **Nancy Marsden-Fox**, Alderville First Nation's Education Manager will be retiring from her position in early 2021. In an effort to ensure sufficient time for knowledge sharing and a smooth transition of responsibilities, AFN is initiating a recruitment search for Nancy's replacement. It is our intention to hire an AFN Community member under the Employment & Training funding earmarked for Alderville members, who will train and work closely with Nancy during the upcoming 2020/2021 school year beginning in September. If you, or someone you know, may be interested in this opportunity you are encouraged to review the following job posting and apply for this position. A celebration to honour Nancy's many years of service and accomplishments will be forthcoming.

JOB SCOPE:

The Education Manager is responsible for the operation and delivery of the elementary & secondary school programs, post-secondary program, AFN student bussing program and the Ojibway language program offered within the community. As well, the Education Manager oversees the Student Services Coordinator of the Alderville First Nation Student Services and AFN's Librarian. This includes development, implementation and coordination of the Alderville First Nation policies, procedures and standards; as well as the preparation of reports as required by the Indigenous Services Canada (ISC) funding agreement, and/or any other respective funding agency, and for the recruitment, selection and supervision of contract personnel working within the programs.

This is a permanent full-time position, at 35 hours per week. The successful candidate will work under the direct supervision of the First Nation Administrator.

Duties & Responsibilities:

Key activities:

- Negotiates the Education Service Contract and communicates with various school board personnel regarding the delivery of a suitable, culturally appropriate in-school programming and related payments for the services.
- Provides educational guidance assistance, educational counselling and vocational planning when needed and where appropriate, to students graduating from secondary school and potential clients presently not in the educational system.

Liaison

- Positively represents and promotes Alderville First Nation; exchanges information and keeps informed of the changes and trends that can be beneficial to the First Nation;
- Represents and promotes the interests of Alderville First Nation; works in a courteous, cooperative, positive and pro-active manner, provides information and assistance as required;
- Develops a liaison with First Nations and other local, provincial and federal agencies in order to maintain a mutual awareness of cultural and academic needs, problems and policies;
- Advocates on behalf of the First Nation members with government or other agencies via attendance at meetings and/or participating on relevant committees or boards;
- Stays up to date on government programs, funding and grants and other initiatives relating to Aboriginal people and generates funding proposals to enhance the education program;
- Assists program managers in preparing proposals to initiate negotiations with appropriate government officials and maintain communication links between various levels of government and Alderville First Nation.

- Must be willing to sit on Health & Safety Committee as relevant to position; and subject to participate in pandemic plan/emergency response responsibilities as required;

Policy and Program Development

- Assists with the development of AFN Education Department policies, procedures and standards
- Actively participates on the Education Committee that guides and advises in the Education program policies and procedures structure;
- Participates in training sessions relating to education, as requested.
- Reports on the adequacy of operational policies, procedures and standards;

Finance

The Education Manager will work primarily with the Chief and Council, First Nation Administrator, the Finance Staff and the Education Committee to assist with and maintain program financial policies that adhere to the requirements of the Indigenous Services Canada (ISC) funding agreement:

- Responsible for completion of the annual Post-Secondary reports submitted to ISC;
- Regularly reviews bussing and various education invoices for payment;
- Effectively manages the assigned education budgets and related financial matters;
- Responsible for direct deposits of post-secondary living allowances, books & travel;
- Other financial-related duties, as assigned by immediate Supervisor.

Related and other duties:

- Co-ordinates the annual Student Awards which takes place annually in mid-July;
- Assists in coordinating the Education Committee meetings, including advising the Education Committee members and establishing the agenda in conjunction with Committee Chairperson;
- Actively participates on the Education Service Agreement Committee at the Kawartha Pine Ridge District School Board, the O.T.C. Education Advisory Committee, the Aboriginal Education Council at Trent University and possibly the Aboriginal Education Council at one of the local colleges.

Other Accountabilities:

- Accountable to the Alderville First Nation, Chief and Council and Agency Funders.
- All Alderville First Nation Personnel and Operational Policies and Procedures to apply.

Minimum Qualifications:

- Post-Secondary graduate - preferably in education, counselling or related field;
- Must have sound knowledge of counselling principles and practices;
- Must have demonstrated experience in financial reporting & financial management;
- Experience and demonstrated ability to provide flexible and competent educational guidance;
- Supervisory ability, preferably with related experience;
- Must have valid Class 'G' driver's license with reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

Preferred Experience:

- Knowledge of School Board systems;
- Work experience with a First Nation or Aboriginal Organization;
- Knowledge of the history and dynamics of the Alderville First Nation community;
- Demonstrated ability to maintain complete confidentiality of all information at all times;
- Must have excellent computer skills for reporting and presentation purposes;
- Excellent organizational, interpersonal, written and oral communication skills.

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is **\$31.14 – \$32.78** per hour

Benefits: As per AFN’s Personnel Policies & Procedures, this permanent full-time position offers mandatory Group Health Benefits (cost share of premium at 20% for employee); Pension Plan eligible, two (2) weeks paid vacation to start and paid sick leave credits up to 15 days/fiscal year.

Deadline: **Open until position is filled.**

How to apply: *Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).*

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, members of Alderville First Nation and persons of Aboriginal heritage will be given priority. Qualified candidates who self-identify as members of AFN or as “Aboriginal” as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.

How to Contact: Melissa Levesque, Human Resources Manager
Phone: 905-352-2011 ext. 261
Fax: 905-352-3242
Email: mlevesque@alderville.ca

Applications can also be hand delivered to the reception area of the Alderville First Nation Administration Office located at 11696 Second Line Road, Alderville, Ontario K0K 2X0.