



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Director of Education**
Job Code: EDU130
Department: Education
Reports to: Chief Operating Officer

Date Posted: 10-Nov-20
Date Closed: 24-Nov-20
(5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR RESIDENT SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-time with Benefits
Availability & Term: Approx. Start Date: December 2020
Remuneration: \$52.79 to start, \$55.92 after 3 months

JOB PURPOSE/SUMMARY

Responsible for the overall management of all Rama First Nation educational programs and services including the school and early childhood services providing direction, guidance, support and evaluation to ensure high quality education programs that reflect community needs and priorities.

QUALIFICATIONS

- Education:**
- Masters Degree in Education or Public Administration OR University Degree in related field with equivalent relevant experience. Principal Designation an asset.
- Skills and Abilities:**
- Knowledge and understanding of Indigenous education models, holistic world views and best practices.
 - Proven ability to direct progressive organizational change and development.
 - Visionary leader with ability to motivate, coach and mentor staff.
 - Knowledge of First Nations history, education and administration.
 - Excellent organization and execution skills.
 - Superior communication and collaboration skills.
 - Ability to analyze issues and information and make sound conclusions and recommendations.
- Experience:**
- 5 years experience in a senior management role in an education related field.
 - Experience with policy and program development, proposal writing and funding agreements.
 - Experience directing, creating and managing strategic and operational plans.
 - Experience leading a multidisciplinary team.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
Chippewas of Rama First Nation
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community



Job Description

Job Last Updated: 4-Nov-20

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KEY JOB FUNCTIONS/RESPONSIBILITIES

- Provide direction, support and monitor all program areas including Education Administration, Early Childhood Services, MKES, Secondary Education, Post-Secondary & Adult Education, Heritage Services and Recreation and other areas that may be assigned from time to time.
- Policy development, revision, implementation and administration.
- Fiscal management of annual department and capital budgets as well as recommendations on new funding initiatives.
- Create a strategic vision in the area of Education with a cultural lens.
- Strategic planning & capacity building including evaluating and developing staff.
- Review, research, design, liaise and implement culturally relevant curriculum for departments.
- Empower department managers to develop new programs/revise program delivery, assume responsibility for staff development, encourage capacity building through professional development.
- Conduct regular meetings with education management staff and direct reports.
- Participate in First Nation Education Advisory Circle.
- Work with Community Education Governing Circle, Anishinabemowin Circle and Powwow. Committee.
- Represent the First Nation in regional, provincial and national education forums.
- Working with /communicating with outside agencies.
- Liaise with SCDSB & SMCDSEB in fostering educational partnerships that benefit RFN students.
- Attending all meetings, internal/external.
- Bring issues and recommendations forward to Chief & Council.
- Preparation of documents for COO and Chief & Council.
- Provide monthly work plan and statistics to COO (include post secondary, adult education).
- Research new projects and educational initiatives including but not limited to a new Research Centre for Adult Education/Trades Training, Tutoring/Mentoring Program and land based opportunities, immersion programs.
- Responding to meetings/correspondence.
- Responding to crisis/follow-up.
- Address staffing issues.
- Coordinate and encourage interaction amongst departments.
- Participate in Senior Management Team.
- Emergency Response Meetings.
- Chair meetings for Education related events like Powwow, Career Fair, etc.
- Proposal writing and funding agreements.