



EMPLOYMENT OPPORTUNITY

Education Department Manager

Classification Level - DM-5

Employment Status – Regular/ Position Status - Full-Time

Position Summary: As senior management within the M'Chigeeng First Nation (MFN), this position is responsible to the Chief and Council and to the Education Committee for the daily administration of Education Programs.

The Main Areas of Responsibility are:

Elementary School	Day Care	Secondary Tuition Agreements
Post-Secondary Support	School Transportation Program Education	Capital Programs
Alternative Secondary Program	Special Needs	Counselling Support
Adult Education/Literacy Program	Education Administration	Education Facilities

Qualifications and Requirements

Preferred

B.A., B.Ed., M.A. or Principals Certification
7 years work experience in the education administrative field

Minimum

B.A., B.Ed.,
5 years work experience in the education administrative field.
Must be well versed in management principles, costing, controlling, financial reporting and strategic planning
Strong leadership abilities and excellent networking skills
Proven administrative and management abilities
Demonstrated experience in the development, implementation and adherence to policies in the area of education
Skills in curriculum leadership development, implementation and evaluations
Excellent decision making and creative problem solving skills
Exceptional inter-personal and communication skills
Thorough working knowledge of community resources
Proficient computer skills
Ability to research, analyze and summarize government initiatives and related legislation policies, report, reports, position papers and program services

Other

Maintains confidentiality on all matters relating to the affairs of the Education Department
Working knowledge of office systems and procedures
Able to work with little or no supervision
Working knowledge of first nation issues and M'Chigeeng First Nation issues
Well organized with ability to manage more than one task at a time, ability to work well under pressure of many demands, Able to prioritize work and multi-task
Must have knowledge and/or experience with the culture, history and customs of the Anishinaabe
Understanding and fluency of Ojibwe is an asset
CRC/CPIC and Vulnerable Sector Screen (*Subject to terms and conditions, a maximum period of 120 days will be provided for the submission of documents. You must provide a receipt to indicate you have applied for these documents.)

CRC/CPIC & VSS Rationale: The M'Chigeeng First Nation is committed to providing a secure safe learning/work environment. MFN is in a position of trust and must strive to maintain the provision of a secure safe school environment. Therefore, the incumbent must have a record clear of charges and convictions relating to alcohol, drugs, assault, violence and/or theft.

Please submit a cover letter, resume, along with three (3) current written work-related references with the CRC and VSS enclosed in a separate envelope marked "CRC & VSS to the CAO by **Friday, October 1, 2010 by 3:00 p.m. o:**

Attn: Education Department Manager
c/o Chief Administrative Officer
M'Chigeeng First Nation
P.O. Box 333
M'CHIGEENG, Ontario P0P 1G0

For a more detailed job description go to
www.mchigeeng.ca