



## **Kinooomaadziwin Education Body ANISHINAABE EDUCATION SERVICES MANAGER Employment Opportunity**

### **SUMMARY**

The Anishinaabe Education Services Manager reports to the Director of Education for the Kinooomaadziwin Education Body (KEB). The Anishinaabe Education Services Manager is responsible for the strategic management of education programs and services, instructional-related services, education standards, curriculum, and culture and language initiatives for the Anishinabek Education System (AES). As such, the Anishinaabe Education Services Manager plays a key role in supporting the implementation of the Anishinabek Nation Education Agreement and the Master Education Agreement (together the “Agreements”). Working closely with the Regional Education Councils, the Anishinaabe Education Services Manager ensures that programs and services supported by the KEB reflect the priorities and needs of the Participating First Nations (PFN). This position works collaboratively with the Special Projects Coordinator.

### **DUTIES AND RESPONSIBILITIES:**

#### **Leadership and Strategic Planning**

The Anishinaabe Education Services Manager participates in annual planning processes for the KEB and directly supports the Director of Education with the implementation of strategic directions from the PFNs and the Board of Directors. Providing leadership in resolving key education issues and advising the KEB team on language and culture matters are essential duties within this position. Strategic planning by the Anishinaabe Education Services Manager ensures that programs and services are provided to the PFNs in a complementary, efficient, and effective manner, while being culturally relevant and appropriate for the AES. The Anishinaabe Education Services Manager acts as a liaison for the Regional Education Councils.

#### **Education Programs and Services**

The Anishinaabe Education Services Manager works with the Regional Education Council Coordinators to coordinate the services provided through the Anishinabek Education System, and through the Agreements. As the development of the AES progresses, this will include locally developed curriculum, specialist high skills major program development, special education programs, teacher certification initiatives, Anishinabek curriculum development, continuous school improvement and the development of assessment standards. The Anishinaabe Education Services Manager works closely with the Special Projects Coordinator and is the lead on Multi-Year Action Plan projects and initiatives that relate to education programs and services, language and culture.

#### **Advocacy, Policy and Politics**

The Anishinaabe Education Services Manager advises and supports the Director of Education on matters of education policy and advocacy. This position participates in appropriate committees and provides input into provincial and national policy development and consultations. As a liaison for the Regional Education Councils, the Anishinaabe Education Services Manager works with the Regional Education Council Coordinators to identify and address the needs and priorities of the regions. This information informs the Anishinaabe Education Services Manager, who develops and implements advocacy strategies to improve the quality of education in PFNs.

#### **Board & Committee Support**

As required by the Director of Education, the Anishinaabe Education Services Manager will oversee the provision of support and products to the Board of Directors. The Anishinaabe Education Services Manager may be required to attend and participate in meetings with the Board of Directors, KEB committees and working groups, as identified by the Director of Education.

### **Communications**

The Anishinaabe Education Services Manager works with the Senior Operations Manager and the Communications Officer to develop various communications related to education programs and services. This position also develops education-related and PFN-specific content for the communications staff to include in KEB publications, reports, social media, PFN updates, and other materials. Internally, the Anishinaabe Education Services Manager is responsible for providing relevant communications to KEB staff, as required.

### **Financial Management**

Responsible for the effective management of budgets and expenses for the Regional Education Councils, the Anishinaabe Education Services Manager oversees, approves, and supports expenditures and reporting with the Regional Education Council Coordinators. The Anishinaabe Education Services Manager supports the KEB management team in the development of monthly and quarterly financial reports, as required. This position also participates in annual budget preparations for the KEB.

### **Operations**

The Anishinaabe Education Services Manager supports matters related to the collection and use of data and information for the AES, which informs the development of responsive programs, services, projects, and initiatives. This position advises the Senior Operations Manager and other KEB staff on the strategic development of Student Information System modules that support the academic standards of the AES. The Anishinaabe Education Services Manager also brings IT and operational issues to the attention of the Senior Operations Manager, as they arise.

### **Human Resources**

Responsible for collaborative human resources management, the Anishinaabe Education Services Manager ensures the daily supervision of education services staff. This includes the implementation of employee work plans, reviewing and approving weekly time sheets and leave requests, conducting annual and interim performance evaluations, and ensuring staff compliance of KEB policies and procedures. This involves coaching and mentoring employees, as appropriate, to improve performance and work plan implementation. This position contributes to the planning and implementation of professional development opportunities, team building, and strategies for incentive, retention, and succession.

### **OTHER DUTIES**

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional organizations/societies. As required by the Director of Education, the Anishinaabe Education Services Manager will perform other duties as assigned.

### **THE REQUIREMENTS**

This position requires an individual with the following knowledge, skills and personal characteristics.

#### **Essential Qualifications**

- Knowledge of provincial educational standards
- Knowledge of Anishinabek culture, history, and practices
- A comprehensive understanding of Indigenous education
- Excellent verbal and written communications skills
- Strong facilitation and presentation abilities
- Demonstrated ability to supervise, mentor and develop a versatile team of employees
- Experience working in a team setting
- Excellent organizational and multi-tasking skills
- Proven abilities in computer literacy (Word, PowerPoint, Excel, etc.)

- Strong interpersonal skills
- Dependability, reliability, and adaptability to changing circumstances
- Creativity and innovation
- Valid driver's license and a satisfactory criminal records check

**Preferred Qualifications**

- Ontario College of Teachers (OCT) certificate is an asset
- Ability to speak Anishinaabemowin (Anishinaabe language) or willingness to learn
- Understanding of Indigenous politics and advocacy

**Experience and Education**

- A Bachelor of Education degree
- Experience as a principal in a First Nation school setting is an asset
- Experience in curriculum development
- Extensive experience in project management and budgetary management

**HOURS OF WORK**

The hours of employment will be Monday-Friday from 8:30 am to 4:30 pm. The nature of this position is such that some overtime with notice will be required and possibly work on weekends or during the evenings.

**LOCATION** The position is based out of the head office located on Nipissing First Nation. Remote work arrangements are currently in effect, in accordance with provincial and local Covid-19 restrictions.

**SALARY** To commensurate with experience and education.

**CLOSING DATE** Tuesday, April 27, 2021 at 12:00 pm.

Please submit cover letter, resume, and three references to:

Andrea Crawford  
Senior Operations Manager  
Kinoomaadziwin Education Body  
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Preference will be given to members of the Participating First Nations or those of First Nation ancestry.