



Kinooaadziwin Education Body DIRECTOR OF EDUCATION Job Description

SUMMARY

The Director of Education reports to the Kinooaadziwin Education Body (KEB) Board of Directors. The Director of Education is responsible to manage and oversee the ongoing development: of Anishinabek programs and services, operations and administration, finance, human resources, communications, and funding development. Together with the Board of Directors, the Director of Education is also responsible for the strategic planning process; policy development and implementation; and the operation of the Anishinabek Education System (AES). This position monitors the implementation of the Anishinabek Nation Education Agreement and the Master Education Agreement, including their fiscal requirements (together the “Agreements”). The Director of Education maintains effective relationships with the KEB staff, Participating First Nations, provincial representatives and federal representatives.

DUTIES AND RESPONSIBILITIES

Leadership and Strategic Planning

The Director of Education leads, manages and oversees the delivery of services and initiatives which support the AES’s strategic plan. The Director of Education, monitors, evaluates, and reports to the KEB Board of Directors on the operation of the AES in accordance with the Agreements and the strategic plan, Further, the Director of Education supports the Board of Directors in developing an annual reporting and accountability plan for the KEB strategic plan. Informed by the input, needs, and priorities of the Regional Education Councils, the Director of Education leads the planning and execution of ongoing negotiations with the Governments of Canada and Ontario. This position is also responsible for maintaining effective professional relationships with all AES stakeholders involved in the implementation of the Agreements and the operation of the AES. In conjunction with the Board of Directors, the Director of Education cultivates a positive leadership role among the Participating First Nations and the Regional Education Councils.

Financial Management

The Director of Education oversees the work of the Finance Manager to ensure the financial and narrative reporting requirements of the Agreements and other funding agreements are met in a timely manner. The Director of Education reviews and provides direction on presentations by the Finance Manager on the regular financial reports to the Board of Directors. The Director of Education is responsible for effective and efficient financial decision-making. The Director of Education works with the Board of Directors to secure adequate funding for the operation of the AES.

Communications

The Director of Education oversees the Senior Operations Manager in the development and approval of communications plans and policies. The Director of Education ensures that communications and media strategies are developed and implemented. The Director of Education will support and approve the release of communications products, as needed.

Advocacy, Policy and Politics

The Director of Education participates in provincial and national advocacy and policy consultations on First Nation education. Working with Anishinabek Education Services Manager, the Director of Education identifies key issues that may affect the AES and recommends strategies to manage the impact of the key issues to the Board of Directors. As required, the Director of Education implements the Board approved strategies. This position also must establish positive working collaboration and relationships with the Participating First Nations, the Government of Canada, the Government of Ontario, AES funders, First Nation educators, and supporters. Through innovation and networking, the Director of Education achieves the vision and strategic goals and priorities of the AES.

Board and Committee Support

The Director of Education is the KEB's primary contact for the Board of Directors and must foster effective teamwork between the Board, the Director of Education, and the KEB staff. Within this position, the Director of Education provides support and information at scheduled Board meetings, committee meetings, and working group meetings, as required. In addition to attending and participating in meetings, the following deliverables are required of the Director of Education:

- presenting quarterly reports on the implementation progress of the Master Education Agreement;
- supporting the preparation of agendas, minutes, meeting materials, as needed;
- facilitating discussions and presenting briefing notes;
- providing timely and appropriate support to the Board, committees, and working groups to ensure these bodies fulfil their legal and ethical obligations; and identifying, assessing, and informing the Board of Directors of internal and external issues that affect the AES and the KEB.

Education Programs and Services

The Director of Education works closely with the Anishinabek Education Services Manager to ensure that projects and initiatives undertaken by the KEB are timely, relevant, culturally appropriate, and reflective of the needs and priorities of the Regional Education Councils. The Director of Education oversees the Multi-Year Action Plan Manager to ensure that programs and services within the Multi-Year Action Plan are effectively implemented and evaluated.

Operations, Data, and Information Management

As required, the Director of Education provides support and works collaboratively with the Senior Operations Manager in the day-to-day operations of the KEB. The Director of Education supports the Senior Operations Manager by providing guidance and advice on matters of data, research, and evaluation. This includes the implementation of the Data and Information Sharing Agreement and the implementation, maintenance, and enhancement of the AES Student Information System.

Human Resources Management

The Director of Education supervises all the KEB staff that report directly to the Director of Education, and contracted service providers. Together with the KEB management team, the Director of Education ensures that KEB policies and procedures are followed, and that all deadlines and deliverables are met. The Director of Education oversees the implementation of the organizational salary grid, ensures performance evaluation processes are followed, and manages disciplinary matters. The Director of Education also works with the KEB HR

Committee to support and approve the development of employee incentive, retention, and succession plans, as needed. Together with the Senior Operations Manager, the Director of Education determines staffing and volunteer requirements for organizational management and program delivery and makes recommendations to the Board of Directors on ways to meet requirements. The Director of Education is responsible to establish a positive, healthy, and safe work environment in accordance with all appropriate legislation, regulations, and Board-approved policies. This involves coaching and mentoring employees, as appropriate, to improve performance and work plan implementation.

Risk Management

The Director of Education:

- identifies and evaluates the risks to the AES' people (Anishinabek students, schools, staff, volunteers, Board of Directors, committees), property, finances, goodwill, image and, with the approval of the Board of Directors and the KEB Chiefs Committee, as appropriate, implements measures to control risks;
- ensures the KEB carries adequate and appropriate liability insurance coverage;
- assists the Board of Directors and KEB employees to familiarize them with the parameters of the insurance coverage; and
- oversees the negotiation, development, and application of all legal contracts and agreements involving the KEB.

Other Duties

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional organizations/societies.

The Director of Education will perform other duties as required by the KEB Board of Directors.

THE REQUIREMENTS

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

Essential Qualifications

- Must be bondable
- Knowledge of AES, KEB, First Nation education issues, challenges, and delivery models
- Demonstrated presentation skills and well-versed in public speaking
- Proven effectiveness in project management
- Ability to work in a team environment with others
- Ability to work independently and take initiative to meet goals and objectives
- Strong communication skills with proficiency in developing written communications and the development and delivery of oral presentations
- Ability to develop and maintain effective working relationships with Board members, First Nations school representatives, education partners, staff, public and media
- Experience in leading multidisciplinary teams and human resources management
- Excellent organizational and office management skills
- Computer literacy (Word, PowerPoint, Excel, etc.)
- Dependability and reliability

- Flexibility and adaptability to changing circumstances
- Creativity and innovation
- Clear CPIC and Vulnerable Sector Check
- Valid driver's licence, a satisfactory drivers abstract report and a reliable vehicle Must be willing to travel

Preferred Qualifications

- Working knowledge of financial software, specifically SAGE
- Working knowledge of electronic file transfers and accepted banking processes
- Knowledge of performance and change management
- Ability to analyze issues and information and make sound conclusions and recommendations
- Ability to speak Anishinabemowin or Lenape, or a willingness to learn the language(s)

Experience and Education

- Master's Degree in Education, Public Administration, or Business Administration
- Minimum 5 years of education management experience in a director/executive role
- Proven leadership experience working with multiple partners/organizations

Please note: A combination or relevant experience and education will be considered.

Hours of Work

The hours of employment will typically be Monday-Friday from 8:30 am to 4:30 pm. The nature of this position is such that some additional work hours 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.

Salary To commensurate with experience and education.

CLOSING DATE

Applications for this position will be accepted until **12:00 p.m. on Friday, May 27, 2022.**

INTERVIEW DATES

Interviews for this position will be held on June 6, June 10, and June 14, 2022.

APPLICATIONS

Please submit your resume, covering letter, and three references to:

Andrea Crawford
Senior Operations Manager
Kinoomaadziwin Education Body
Suite 100-132 Osprey Miikan
North Bay, ON P1B 8G5
andrea.crawford@a-e-s.ca
705-477-4149

** Preference will be given to members of the Participating First Nations or those of Indigenous ancestry. Only applicants selected for an interview will be contacted.*