



Kinooaadziwin Education Body

DIRECTOR OF EDUCATION

Employment Opportunity *(Full-Time Permanent)*

SUMMARY

The Director of Education reports to the Kinooaadziwin Education Body (KEB) Board of Directors. The Director of Education will 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, Anishinabek Nation/Union of Ontario Indians, the Province of Ontario, and the Government of Canada.

DUTIES AND RESPONSIBILITIES

Leadership and Strategic Planning

The Director of Education:

- a. leads and oversees the implementation of the AES Strategic Plan;
- b. monitors, evaluates, and reports to the KEB Board of Directors on the operation of the AES;
- c. supports the Board of Directors in developing an annual reporting and accountability plan for the AES Strategic Plan;
- d. leads the planning and execution of negotiations with the Governments of Canada and Province of Ontario;
- e. maintains effective professional relationships with all AES stakeholders; and
- f. cultivates positive leadership among the Participating First Nations and the Regional Education Councils.

Financial Management

The Director of Education:

- a. supervises the work of the Finance Manager to ensure the financial and narrative reporting requirements are met in a timely manner;
- b. reviews and provides direction on presentations on the regular reports to the Board of Directors;
- c. supports the effective and efficient financial decision-making of the Board of Directors;
- d. implements the delegated financial authorities; and
- e. provides recommendations to the Board of Directors on options for adequate funding for the AES.

Communications

The Director of Education:

- a. ensures that communications and media policies and plans are developed and implemented;

- b. supports and approves the release of communications products, as needed; and
- c. is the primary spokesperson and contact for the KEB.

Advocacy, Policy and Politics

The Director of Education:

- a. advocates on First Nation education at the First Nation, Provincial, Federal and Indigenous Education levels;
- b. identifies key issues that may affect the AES and recommends strategies to manage the impact of the key issues to the Board of Directors;
- c. implements the Board approved strategies; and
- d. establishes 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.

Board and Committee Support

The Director of Education:

- a. is the KEB's primary contact for the Board of Directors and must foster effective teamwork between the Board of Directors and the KEB staff; and
- b. Attends and participates at Board of Directors and committee meetings by:
 - i. presenting reports on the implementation of the Master Education Agreement;
 - ii. ensuring the preparation of agendas, minutes, meeting materials, as needed;
 - iii. facilitating discussions and presenting briefing notes; and
 - iv. providing timely and appropriate support to the Board of Directors and committees to ensure these bodies fulfil their legal and ethical obligations.

Education Programs and Services

The Director of Education:

- a. ensures that projects and initiatives undertaken by the KEB are timely, relevant, culturally appropriate, and reflective of the needs and priorities of the Participating First Nations.

Operations, Data, and Information Management

The Director of Education;

- a. ensures the implementation of the Data and Information Sharing Agreement; and
- b. ensures the implementation, maintenance, and enhancement of the AES Student Information System.

Human Resources Management

The Director of Education:

- a. supervises the Associate Director of Education;
- b. supervises the contract service providers, as required;
- c. ensures that KEB policies and procedures are followed;
- d. addresses disciplinary matters, as required;
- e. Makes recommendations to the Board of Directors on staffing and volunteer requirements for the KEB; and
- f. is responsible to establish a positive, healthy, and safe work environment in accordance with all appropriate legislation, regulations, and Board of Directors approved policies.

Risk Management

The Director of Education:

- a. 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;
- b. ensures the KEB carries adequate and appropriate liability insurance coverage;
- c. assists the Board of Directors and KEB employees to familiarize them with the parameters of the insurance coverage; and
- d. 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 Board of Directors.

THE REQUIREMENTS

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

Essential Qualifications

- Knowledge of AES, KEB, First Nation education issues and challenges
- Proven effectiveness in project management
- Ability to work in a team environment
- Ability to work independently and take initiative to meet goals and objectives
- Strong communication skills with proficiency in developing written and oral communications
- Ability develop and maintain effective working relationships with Board members, First Nations, education partners, staff, public and media
- Experience in leading multidisciplinary teams
- Experience supervising employees
- Excellent organizational and office management skills
- Computer literacy (Word, PowerPoint, Excel, etc.)
- Dependability and reliability
- Flexibility and adaptability to changing circumstances
- Must provide CRC and VSS
- Valid driver's licence, a satisfactory drivers abstract report and a reliable vehicle
- Must be willing to travel

Preferred Qualifications

- Experience with electronic file transfers and accepted banking processes
- General knowledge of financial reporting
- Ability to analyze issues and information and make recommendations
- Ability to speak Anishinaabemowin or Lenape, or a willingness to learn the language(s)

- Preference will be given to members of the Participating First Nations or those of Indigenous ancestry.

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 of 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 KEB head office is located North Bay, Ontario, on Nipissing First Nation territory. A possibility for remote or flexible work location arrangements will be considered, dependent on the successful applicant and pursuant to KEB policies.

SALARY

To commensurate with experience and education.

CLOSING DATE

Applications for this position will be accepted until **4:30 p.m. EST. on Friday, October 20, 2023.**

No late applications will be accepted.

INTERVIEW DATES

Interviews for this position will be held on **October 30 and 31, 2023.**

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
kebhr@a-e-s.ca
705-845-3634

** 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.*