



# Employment Opportunity

Job Title: **Principal**  
Job Code: EDU340  
Department: Education - MKES  
Reports to: Director Education

Date Posted: 23/Apr/24  
Date Closed: 7/May/24  
(5:00 pm)

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: Last Week of August 2024  
Remuneration: Salary range \$123,415.00-\$127,179.00 per annum based on experience.

## JOB PURPOSE/SUMMARY

The Principal will manage the operations of Mnjikaning Kendaaswin Elementary School (MKES), setting the direction for the school that aligns with the strategic direction of RFN Education. With a focus on student engagement & ensuring a safe learning environment, this position will oversee staff, school policies, staff development, financial accountability and provide positive leadership for the whole school routed in the Seven Grandfather Teachings.

## QUALIFICATIONS

- Education:**
  - University degree; Principal Qualifications Parts I & 2 or completion by June 2024.
  - In Good Standing with Ontario Colleges of Teachers.
  - Must have Special Education Part 1 or equivalent lived experience.
- Skills and Abilities:**
  - Demonstrated leadership skills with ability to inspire and motivate a team through positive change and support an inclusive healthy workplace.
  - Excellent communication skills and the ability to develop positive relationships.
  - Strong collaboration skills with ability to problem solve and make informed decisions.
  - Provide conflict resolution through kindness and the Seven Grandfather Teachings.
  - Sensitivity and understanding of Indigenous issues as it relates to Education.
  - Must have an understanding of First Nation Culture, history & language and be able to implement the community vision for MKES.
- Experience:**
  - 5 years progressive experience in similar roles or extensive years of teaching experience may also be considered.
  - Demonstrated leadership experience in areas of instruction, curriculum and assessment within a school.
  - Demonstrated leadership and team building experience.
  - Experience in budget preparation, proposal writing and funding reports.
- 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.



# Job Description

Job Last Updated:

22/Apr/24

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Reports to:	Director Education

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## **KEY JOB FUNCTIONS/RESPONSIBILITIES**

- Provide strategic direction for the school, aligning mission and values of RFN Education.
- Ensure MKES students receive an education rooted in values, culture and tradition while at the same time, achieving levels beyond the Provincial standards.
- Provide effective curriculum leadership that supports equity/diversity and inclusion, student achievement and well-being.
- Promote culture and language as daily activities within the school.
- Coordinate and develop educational programs through meetings with staff, community members, parents, elders and students.
- Manage staff including recruitment, departmental orientation, performance management & evaluation, training & development/capacity building.
- Review and evaluate teacher performance through review of daily plans, annual performance evaluations and regular, but at least monthly class visits.
- Establish and maintain effective working relationships with team members of the Education division to best support students.
- Work closely with RFN Departments to ensure support for the school (Culture, Social Services, Health Services, Community Financial Advisor, Facilities and Public Works, etc.)
- Build positive relationships with other schools within the Simcoe County, AES Regional Education Council #4 and OTC communities.
- Create and maintain annual budget for the school and school supports.
- Prepare funding reports & proposals as required.
- Implement MKES policies and procedures, recommending updates and changes as required to the Director of Education.
- Ensure MKES standards are met through planning and implementation of school reviews, assessments, etc. on an annual basis.
- Direct class schedules and teaching assignments.
- Oversee the overall administrative responsibilities of school operations.
- Oversee Custodial staff and bus staff as required.
- Participate in school based community events as required.
- All other customary Principal responsibilities and those that may be assigned from time to time.