



Employment Opportunity

Job Title: **Vice Principal - MKES**
Job Code: EDU341
Department: Education - MKES
Reports to: Principal - MKES

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 August 2024
Remuneration: Salary Range \$114,094.00-\$117,546.00 per annum based on experience.

JOB PURPOSE/SUMMARY

The Vice-Principal will assist the Principal in the daily operations of Mnjikaning Kendaaswin Elementary School (MKES) with a focus on student learning, including Special Education, student support and parent engagement while leading the students and school following the Seven Grandfather Teachings.

QUALIFICATIONS

- Education:**
 - University degree; Completed, or are currently enrolled and participating in Part 1 of the Principals Qualification Program, and will commit to completing Part 2 within two years of appointment.
 - In Good Standing with Ontario Colleges of Teachers.
 - Must have Special Education Part 1 or equivalent lived experience.
- Skills and Abilities:**
 - Strong leadership skills with ability to support and motivate others.
 - Ability to work as a collaborative team player, providing positive role modelling.
 - Excellent communication skills and the ability to develop positive relationships.
 - 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 assist with the implementation the community vision for MKES.
- Experience:**
 - Minimum 5 years teaching experience.
 - Previous leadership experience in a school setting.
- 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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KEY JOB FUNCTIONS/RESPONSIBILITIES

- Work with the principal to lead the daily operations of the elementary school.
- Ensure MKES students receive an education rooted in values, culture and tradition while at the same time, achieving levels beyond the Provincial standards.
- Oversee student registration, student files, Special Education needs, support SERT in parent meetings and overall support student success.
- Support student success through attendance management, nutrition programs, supplemental learning opportunities and extra-curriculars.
- Work closely with RFN Departments to ensure a wholistic education (Culture, Education Admin, Social and Health Services, Recreation, etc.)
- Support student transitions from ECE to Elementary as well as Elementary to High School.
- Implementation of all safety procedures including code red, fire drills, etc.
- Assist with Student Activity Programs (sports, music, etc.)
- Work with teachers to support specialized student needs, including IEPs, small group learning, specialized programs, etc.
- Coordinate and oversee outside support services such as Therapists, Behavioural Specialists, etc.
- Provide support to the Principal role as needed during the Principal's absence.
- Assist in developing reports for special education services, funding and other required reporting.
- Attend training, collaboration meetings, community functions and other events as required.
- Support Health and Safety requirements for school including H&S Committee.
- All other customary Vice-Principal responsibilities and those that may be assigned from time to time.