



Kinooaadziwin Education Body

VIRTUAL SECONDARY SCHOOL PRINCIPAL

Job Posting - Full-Time, Permanent

The Kinooaadziwin Education Body (KEB) is the central administrative structure for the Anishinabek Education System and supports the implementation of the education agreements with Canada and Ontario. The KEB takes direction from the Participating First Nations to support educational priorities and manage education relationships with all partners of the Anishinabek Education System. With collaborative team members throughout Ontario, the KEB is a vibrant and maturing organization that has a unique mandate founded on Anishinabek values and the pursuit of student success and well-being.

The Virtual Secondary School Principal manages and oversees the operations of the KEB Virtual Secondary School and supports education system needs within the Anishinabek Education System. The position supports the Participating First Nations (PFNs) administration of student information systems and the aggregate data collection and reporting of the Anishinabek Education System (AES). The position will also support the PFNs with the development of educational guiding documents as requested. The Virtual Secondary School Principal must comply with KEB Human Resources Policy Manual, KEB Financial Policy, and other Board approved policies. The Virtual Secondary School Principal reports to the Director of Education.

Duties & Responsibilities

- a) provide educational leadership, direction, and coordination within the KEB Virtual Secondary School that supports the vision, mission, values, and strategic goals of the AES and aligns with PFNs directives;
- b) develop and maintain effective educational programs and supports that promote student success and bimaadziwin, as defined by the PFNs, for the KEB Virtual Secondary School;
- c) oversee communications and community relations for the KEB Virtual Secondary School, including attending AES Regional Education Council meetings and other KEB related meetings, as required;
- d) support the development of AES education guiding documents for use within the AES;
- e) collaborate with students, teachers, parents/guardians/caregivers, community members, and other educational staff and administrators;
- f) complete and submit reports to PFNs and the Ministry of Education, as required;
- g) recommend any organizational or AES system changes that may be required to meet changing or developing needs of the KEB Virtual Secondary School or the AES;
- h) recruitment, hiring, and supervision of KEB Virtual Secondary School personnel, support PFNs with student information system best practices, collection of data, and reporting of aggregate data to KEB for AES system analysis;
- i) develop and distribute learning tutorials for PFNs on the student information system;
- j) draft and issue communications and updates to PFNs on changes in student information systems, new programs, and training opportunities; and
- k) maintain compliance with applicable legislation regarding data collection and management.

OTHER DUTIES

As required by the Director of Education, the Virtual Secondary School Principal will perform other duties to support the priorities of the organization.

Qualifications/Related Experience

- Post-Secondary Degree in Education

- Must be certified by the Ontario College of Teachers
- Principal's Qualification Program (PQP) completion or commitment to obtain
- Minimum of 5 years of teaching experience, preferably in an Anishinabek First Nation environment
- Proven experience and competency in virtual learning environments such as D2L, PowerSchool, and OnSIS
- Demonstrated leadership experience in an education setting
- Exceptional organizational and time-management skills
- Excellent communication and interpersonal abilities
- Strong troubleshooting, analytical, and problem-solving skills

Location & Hours of Work

This is a remote position with standard working hours from 8:30 am to 4:30 pm. While the position is primarily remote, travel may be required, including visits to Participating First Nation communities and attendance at KEB meetings/events.

Salary

The starting salary for this position is **\$90,352.00**, with potential adjustments based on your qualifications, experience, and competencies. We offer a competitive benefit package (health, dental, vision), pension plan (Ontario Teachers' Pension Plan or Group Pension Plan) and a supportive work environment dedicated to your professional growth.

CLOSING DATE

Applications for this position will be accepted until **4:30 p.m. on Friday, November 22, 2024**. Interviews will take place the week of **November 25 to 29th, 2024**. Only applicants selected for an interview will be contacted.

HOW TO APPLY

We encourage applications from members of the Participating First Nations or individuals of Indigenous ancestry. Proficiency in Anishinaabemowin or Lunaapeew is an asset, though a willingness to learn is equally valued.

The successful candidate will be required to hold a valid driver's license, submit a satisfactory criminal records check, and comply with KEB's policies.

Please submit your resume, cover letter, and three work-related references to:

Colleen Sheriff
Human Resources Manager
Kinoomaadziwin Education Body
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