

DELAWARE NATION JOB POSTING
SCHEDULE 'A'
Manager, Education Department



Job Summary

Location:
Education Dept.
Delaware Nation
14753 School
House Line, RR #3
Thamesville,
Ontario
N0P 2K0

Industry
Education

Job Status:
Contract
35 hours per week

Salary:
TBD

Closing Date:

Monday
February 16th,
2018
4:00pm

POSITION SUMMARY

Under the direction of the Delaware Nation Council, the Manager, Education Department will be responsible to organize, direct, control and evaluate the development and implementation of policies, programs and services which govern the daily operation of the Delaware Nation Education Program (Day School, Education Department, Early Learning Centre, Delaware Nation Post-Secondary Program and Cultural Education centre).

IMMEDIATE SUPERVISOR: Director of Operations

TERM OF EMPLOYMENT: Full-time position, subject to availability of funds

EDUCATION DEPARTMENT VISION STATEMENT

Through the continuation of our Ancestral Teaching, we will develop respectful, confident individuals who will reflect the traditions and culture throughout their life's journey.

In pursuit of educational endeavours we will encourage and support Lunaapeew peoples to achieve a lifelong knowledge process that is relevant to their individual needs.

To stress the importance of education, we will foster a foundation that builds on our unique Lunaapeew history, culture, language, teaching and spirituality for all our future generations.

DUTIES AND RESPONSIBILITIES (to include but not be limited to the following:

- Organize department and establish procedures to meet departmental objectives as set out by Chief and Council
- Implement all related policies, procedures, regulations and decisions approved by the Delaware Nation Council
- Responsible for the direct supervision & annual evaluation of all program staff within the education program including Day School, Early Learning Centre, Student Success Workers, Bus Monitors, Tutors, Cultural Education centre, etc
- Assume responsibility to ensure all contracts and agreements entered into by the Delaware Nation relating to the Education Program are implemented and monitored on regular basis
- Responsibility to ensure all reports are submitted to appropriate funding agencies and administration with the established timeframes
- Ensure Annual Work Plans are prepared by all education program staff and are included in Education Department annual plan
- Provide year end Annual Report on results of annual plan accomplishments
- Maintain a positive, cooperative working relationship with all Delaware Nation programs and services and when possible promote partnerships
- Ensure bus transportation routes, policies and safety procedures are monitored on a regular basis

- Seek external funding for programs and service enhancement by writing proposals and/or establishing partnerships
- Establish procedures to meet First Nations policies set by Delaware Nation Council
- Develop the structure, content and objective of new programs for review and approval by the Delaware Nation Council
- Secure additional funding or using existing funding provide ongoing professional development and training for all education staff
- Research the development of new teaching materials and other resources for program delivery
- Review programs to ensure conformance to school board or provincial standards
- Organize and maintain procedures for the keeping of records and files
- Direct and coordinate school and other education facilities maintenance services and the use of facilities
- Establish and maintain an up-to-date inventory of all building, furnishing and equipment and ensure that all insurance provisions and safety requirements are met as required
- Develop and administer programs for the training and education of adults
- Upon approval of the Delaware Nation Council, the Manager, Education Department will represent the Delaware Nation on a number of committees, Boards and advisory groups
- Responsible for the development of an efficient, effective, transparent financial management system
- Prepare budgets, budget forecasts and expenditure accounts for presentation and approval by the Delaware Nation Council and make recommendations concerning the annual operating budget
- Approve all education program financial expenditures within approved budgets and prepare and submit financial statements as required
- Allocate material, human and financial resources to implement organizational policies and programs, establish financial and administrative controls
- Plan, administer and control budgets for projects, programs and support services
- Conduct statistical analysis to determine cost and effectiveness of education policies and programs
- Encourage the community and parents to participate in all education activities and initiatives
- Develop and maintain a continuous communication link with the Delaware Nation community
- Support activities of a Council appointed Education Committee which may require Manager, Education Department to work with chairperson in preparation of agenda, acting a resource person, preparation of committee minutes for distribution of committee as well as Chief and Council and ensure all recommendations are approved and implemented
- Act as a liaison person with education agencies outside the Delaware Nation by promoting additional resources for the Delaware Nation Community and maintaining effective and open communication
- Responsible to oversee the day to day operations of the Delaware Nation Post-Secondary Program
- Liaison with Post-Secondary Education Institutions – Aboriginal units, Aboriginal Education Councils/Circles, and other pertinent departments

- Provide culturally relevant counseling to students regarding career or vocational issues including career exploration and planning, job search strategies and avail learners with a wide range of educational and occupational information
- Perform other duties as assigned by the Chief and Council and the Director of Operations

Qualifications:

- A degree in a relevant field i.e. administration, economics, human resources, management, etc., would be a definite asset
- At least five years of successful work experience in the administration field which includes financial management and personnel supervision
- Knowledge of the Delaware Nation culture, language, history and future aspirations would certainly be an asset
- Past successful work experience working in a First Nation community as an education director or an administrator
- Must demonstrate a working knowledge of financial management
- Must hold a valid full G Driver's license and have reliable transportation
- Must have a strong working knowledge of a number of computer programs
- Must have good written and oral communications skills
- Able to work flexible hours and willing to travel
- Must provide a criminal reference check and a vulnerable search upon successful interview

Terms of Position:

Employment Term: Full-time (35 hours per week) - one year contract

Salary: Commensurate with qualifications and/or experience

Hours of Work: Flexible hours between 8:30 am to 4:30 pm daily.

CLOSING DATE FOR APPLICATIONS:

Interested candidates, please submit a **Cover Letter, Résumé and 3 References**
- two (2) work related and one (1) character in a sealed envelope to:

Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration
14760 School House Line, R. R. #3
Thamesville, Ontario N0P 2K0

Must be hand-delivered or mailed
Emails will not be accepted

Marked: CONFIDENTIAL – Manager, Education Department

Closing Date: February 16, 2018 at 4:00 p.m.

Interview Date: February 28, 2018

Pursuant to Section 16(1) of the Canadian Human Rights Act, Delaware Nation gives preference to First Nation applicants.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit a current CPIC and consent to a background reference check.

