



EMPLOYMENT OPPORTUNITY

Swan Lake First Nation
Box 368
Swan Lake, MB R0G 2S0



POSITION:	Director of Education	Department:	EDUCATION
Term:	Full-Time	SALARY:	TBD
Reports to:	Director of Operations	Close Date:	Open Until filled

Position Summary:

The Director of Education, under the direction of Chief and Council as well as the Director Operations, will primarily be responsible to develop school policies, procedures, and best practices in accordance with board requirements. This position will administer disciplinary action in accordance with established procedures. This role will also ensure employees have clear goals and are aware of expectations. The Education Director must possess ability to supervise and motivate a team to achieve and exceed their goals.

Duties and Responsibilities:

- Develop school policies, procedures, and best practices in accordance with board requirements.
- Administer disciplinary action in accordance with established procedures.
- Ensure employees have clear goals and are aware of expectations.
- Implement programs to ensure the safety of students and eliminate issues relating to harassment, bullying, or discrimination.
- Oversee needs assessments, goals, and formulated plans for student improvement, and follow up and provide feedback to staff members.
- Continuously promote a positive learning environment for everyone
- Analyze departmental operations and identify areas requiring improvement.
- Conduct monthly reporting.
- Determine areas of improvement for employees, providing additional training as needed.
- Develop an annual project plan and manage these projects.
- Ensure that all employees comply with company policies, procedures, and ethical standards.
- Ensure that employees adhere to all health and safety regulations.
- Ensure that safe work practices are being followed.
- Evaluate employee performance and provide feedback, coaching, and formal evaluations.
- Oversee the issuing of standardized tests and inventories to ensure they are being conducted in accordance with published practices, professional standards, and provincial requirements.
- Oversee all grades issued to students and address any concerns with teaching staff.
- Handle employee complaints, interpersonal conflicts, and incidents including accidents, health and safety concerns, work refusals, and investigations.
- Provide leadership for employee relations through effective communications, coaching, training, and development



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Required Knowledge, Skills, and Abilities:

- Fluency in Ojibwa considered an asset.
- Bachelor's Degree in Education (Required)
- Ability to supervise and motivate a team to achieve and exceed their goals.
- Five years of experience in a management role and seven years of experience in the field of education (Preferred)
- Ability to identify issues and implement creative and strategic solutions to overcome problems.
- Ability to delegate, set expectations, and monitor progress of all direct reports.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Ability to plan, organize, develop, implement, and interpret goals, objectives, and policies.
- Ability to identify measures of performance and actions needed to improve or correct performance.
- Effective leadership skills, with a strong focus on mentoring and motivation of employees
- Demonstrated time management skills.
- Ability to remain calm and poised in urgent situations.
- Interaction with students, parents, teachers, school administration, and the public at large
- Operation of desktop computer and peripherals
- Attendance and conducting of presentations.
- Overtime as required.
- Working in a busy office environment with frequent interruptions

Conditions of Employment:

- Must hold and maintain a Valid Class Drivers 5 drivers license and access to a reliable vehicle as travel will be required.
- Clear Criminal Record and Vulnerable Persons check and Child Abuse Registry check.
- Applicants must be bondable.
- Must be willing to submit to random drug testing.

Employment is Subject to a satisfactory Criminal Record Check with vulnerable sector and Child Abuse Registry Check

Please submit resume, cover letter and references with position applying for in subject box to:

Human Resources Manager – Swan Lake First Nation

Email: careers@slfn293.ca

Tel: (204) 836-2101 Fax: (204) 836-2255