

JOB OPENING

EDUCATION MANAGER



Job Summary:

The Education Manager is accountable for the successful operations of the Education program according to the organization's vision, objectives, and strategic direction. This position is responsible for the efficient operations of all daycare, elementary, secondary and post secondary education matters and is an advocate for education in the community. Possessing excellent communication and management skills, the Education Manager builds effective working relationships with community groups, funding agencies and other external contacts, and has a clear, results oriented focus on community development.

Duties and Responsibilities Program Management:

1. Develops an operational plan which incorporates goals and objectives for programs and services aligned with the strategic direction, including program delivery and evaluation
2. Manages the day-to-day operations of various educational programs such as the Head Start and Day Care Program, Elementary/Secondary and Post Secondary education programs, Post Secondary Educational Assistance Program (PSEAP), and evaluates these programs
3. Conducts needs assessments, identifies learning gaps, and provides leadership to develop plans and priorities in creating programs to address the learning requirements of the organization and community that improve learning outcomes
4. Coordinates post secondary student programs including reviewing applications with the Xats'ull Education committee, creating sponsorship and follow-up letters
5. Manages education agreements between governing bodies and School Districts
6. Liaises with education institutions to advocate for students to have access to all program information
7. Provides counseling services related to further educational goals and plans
8. Creates a safe and healthy environment for students, employees and participants
9. Participates in various education council and committee meetings (FNEC, FNEC, Skills Development Working Group)
10. Recognizes educational achievements of community members and works with school administration to coordinate events celebrating successes
11. Identifies and partners with a variety of organizations to formulate joint special projects which would enhance the delivery of existing education programs and services to students
12. Develops a communication strategy for public awareness of programs and events
13. Acts as a community liaison and represents the organization at community activities and events
14. Develops database on education levels and requirements of the community

Human Resources and Administration:

1. Oversees and supervises all program staff; coordinates and participates in the recruitment of staff.
2. Responsible for the orientation, performance review and development of staff
3. Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues; and consults with Band Administrator when progressive disciplinary actions are required
4. Ensures employee compliance with Band policies and procedures
5. Coordinates and leads staff meetings, setting the agenda, providing minutes and clear communication of Band information
6. Keeps the Band Administrator informed of sensitive and important issues and events
7. Assists in identifying maintenance needs for Education facilities

- Finance / Reporting:** 1. Ensures all education funds are authorized and properly accounted for

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2. Prepares and monitors budgets; provides appropriate funding to eligible students and tracks payments
3. Ensures regular reporting to appropriate agencies, most importantly completing financial reporting for respective government funding bodies
4. Writes proposals to secure funding or develop programs
5. Manages the preparation and submission of program reports, recommendations for program improvements and program evaluations
6. Other duties as assigned or required

Qualifications

Education:

- Degree or Diploma in Education or Business Administration or related studies

Skills and Abilities:

- Ability to work independently and build effective interpersonal relationships
- Ability to organize, prioritize and manage concurrent projects and deadlines
- Understanding of legislation on Labour Code, Occupational Health and Safety, Privacy and Human Rights, as well as requirements for AANDC
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Demonstrated knowledge of Education Programs, government and school regulations headstart and daycare regulations
- Understanding of First Nations needs, issues and concerns

Experience:

- Three to five years education, business and/or management experience
- Experience supervising and managing staff
- Experience in the development of curriculum, proposals for funding, program assessment, and financial management

Working Conditions:

- Some travel to affiliated organization locations will be required
- Ability to perform the physical requirements of the job which may include heavy lifting and carrying occasionally
- May need to respond to rare after-hours or emergency calls
- Receives moderate supervision with less frequent direction and review of the work performed

Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence

Mail or fax your cover letter and resume to:

Human Resources
Xat'sull First Nation
3405 Mountain House Road,
Williams Lake, BC V2G 5L5

Email: hr@xatsull.com
Fax: (250) 989-2300

Application Deadline:

Open until filled

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE Only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.**
