



DIRECTOR OF EDUCATION

Type of Position: Full-time, permanent

Closing Date: Open until Filled

About the Position:

Xatsùll First Nation, a dynamic Indigenous community, is located near the vibrant city of Williams Lake, our Nation is deeply rooted in our rich heritage, culture, and breathtaking natural surroundings. With a population of 125 band members residing on-reserve and 300 off-reserve, our Nation continues to grow and prosper.

Reporting to the Chief Administrative Officer, the Director of Education is responsible for leading and managing the successful operations of the Education program in alignment with Xatsùll vision, objectives, and strategic direction. This role oversees all aspects of daycare, elementary, secondary, and post-secondary education programs and acts as a key advocate for educational initiatives within the community. The Director builds strong relationships with community groups, funding agencies, and other external contacts to support community development and educational advancement.

Skills and Qualifications

Knowledge, Skills, and Abilities:

- Experience supervising and managing staff.
- Proven experience in curriculum development, proposal writing for funding, program assessment and development, and financial management.
- Ability to work independently and build effective interpersonal relationships.
- Strong organizational skills with the ability to manage concurrent projects and deadlines.
- Knowledge of Labour Code, Occupational Health and Safety, Privacy and Human Rights legislation.
- Proficiency in word processing, databases, spreadsheets, email, and internet usage.
- Demonstrated knowledge of education programs and regulations, including Head Start and daycare.
- Understanding of First Nation's needs, issues, and concerns.
- Awareness of and ability to demonstrate cultural awareness and sensitivity.
- Demonstrate a dedication to the role and to the XFN community.

Experience and Education Requirements:

- Diploma or Degree in Education, Business Administration, or related studies.
- Three to five years of experience in education, business, and/or management.

Other Requirements:

3419 Mountain House Road, Williams Lake B.C., V2G 5L5
Phone: (250) 989-2323 / Fax: (250) 989-2300
email: reception@xatsull.com
www.xatsull.com

- Follow all Xat'sull First Nation Policies and Procedures and display a commitment to the values and culture of the Xat'sull First Nation.
- Ability to undergo an appropriate criminal records review and police record check successfully and periodically is required.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to hr@xatsull.com.

Closing Date: Open until filled.

Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certification will be required prior to employment.

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