



## Employment Opportunities for Educational Administrator

Netmizaaggamig Nishnaabeg (Pic Mobert First Nation) is an Ojibwe Nation with a community population of approximately 400 situated within our traditional lands on beautiful White Lake. Netmizaaggamig Nishnaabeg has undertaken a process of self-governance in education and offers a unique opportunity to merge your skills, knowledge, and experience in western education with our Anishinabek culture within our ancestral lands.

### **Education Administrator.**

The Education Administrator works in collaboration with the principal of the Netamisakamik Centre for Education, a K-8 school in the Pic Mobert community.

#### **Qualifications:**

- Relevant experience with First Nations education, services, program and/or policy development, and/or community development
- In-depth understanding of First Nations cultures, histories, protocols, and social structures in Northwestern Ontario
- Knowledge of federal and provincial legislation, regulations and programs as they relate to First Nations Education operations and student learning needs.

#### **Skills/Abilities**

- Ability to plan and work strategically, independently and as a member of a collegial team.
- Excellent leadership and oral and written communication skills.
- Developed interpersonal skills and ability to effectively work with management, employees and community members.
- Good analytical, problem-solving, and conflict resolution skills.

#### **Additional Requirements**

- Strong interest in the education of First Nation children, youth and learners coupled with a sincere concern for their well-being.
- Strong knowledge of internal and external challenges (First Nation issues, government changes, labour market, education trends, funding changes, etc.)
- Must provide a Vulnerable Sector Check



**Responsibilities:**

- Perform a liaison function between the school and the various outside agencies and service providers.
- Work with the Principal to develop an implementation plan.
- Collaborate with elementary, secondary, and post-secondary counsellors in the delivery of services to promote and encourage community members to attain higher education.
- Support the work of the principal, as required.
- Work in collaboration with the CEO and human resources in the short- and long-range planning of staffing requirements, hiring and other human resources functions related to the education system.
- Ensure internal procedures for attendance records, all leaves, and personal files for all employees (as well as important documents related to education) are maintained and secured in a locked cabinet in the administration office.
- Ensure effective processes are in place for ongoing capacity building and succession planning throughout the system.
- Ensure compliance with Human Rights and labour relations legislation in collaboration with Human Resources.
- Other responsibilities as assigned

**CLOSING DATE:** Ongoing

Please send a cover letter and resume, certificate of qualifications and 3 professional references to  
Lori Guinchard  
principal@picmobert.ca

Potential candidates will be required to provide a police record check, including vulnerable persons check, and complete a drug screening test prior to any offers of employment taking place.

We thank you for your application, however, only those selected for an interview will be contacted.