



## **Kinooaadziwin Education Body DIRECTOR OF EDUCATION Employment Opportunity**

### **SUMMARY**

The Director of Education reports to the Kinooaadziwin Education Body (KEB) Board of Directors. The Director of Education is tasked with the overall responsibility for the ongoing development and management of the following areas: Anishinabek programs and services, operations and administration, finance, human resources, communications, and funding development. Together with the Board of Directors, the Director of Education is also responsible for the strategic planning, policy development and implementation, and the administration and operation of the Anishinabek Education System (AES). This position manages the overall implementation of the Anishinabek Nation Education Agreement and the Master Education Agreement, including their fiscal requirements (together the “Agreements”). As such, the Director of Education must maintain effective relationships with Anishinabek First Nations, and with provincial and federal representatives, with respect to the Agreements, and their projects and initiatives.

### **DUTIES AND RESPONSIBILITIES**

#### **Leadership and Strategic Planning**

The Director of Education is responsible for the successful leadership, management and delivery of services and initiatives which support the AES’s vision, mission and strategic priorities. The Director of Education plans, implements, monitors, evaluates, and reports on the administration of the KEB. This is done in accordance with the Agreements and the strategic goals established by the Board of Directors. Further, the Director of Education supports the Board of Directors in the development of comprehensive strategic plans and establishes annual planning cycles and implementation strategies for the AES and the KEB. Informed by the input, needs, and priorities of the Regional Education Councils, the Director of Education leads the planning and execution of ongoing negotiations of the Agreements. This position is also responsible for maintaining effective professional relationships with all AES stakeholders involved in the implementation of the Agreements.

#### **Financial Management**

The Director of Education develops proposals, work plans, budgets, and reports for the initiatives of the AES. The Director of Education oversees the work of the Finance Manager to ensure the financial and narrative reporting requirements of the Agreements are met in a timely manner. The Director of Education supports the Finance Manager in the preparation and presentation of regular financial reports to the Board of Directors and ensures effective and efficient financial decision-making. The Director of Education works with the Board of Directors to secure adequate funding for the operation of the AES.

#### **Communications**

The Director of Education works with the Senior Operations Manager to support the development and approval of communications plans and policies. The Director of Education ensures that communications and media strategies are successfully developed and

implemented. The Director of Education will support and approve the release of communications products, as needed.

### **Advocacy, Policy and Politics**

The Director of Education supports the Board of Directors by participating in provincial and national advocacy and policy consultations. Working with the Board of Directors and the Anishinabek Education Services Manager, the Director of Education identifies key issues that may affect the AES and recommends strategies to manage the impact of the key issues to the Board of Directors. As required, the Director of Education implements the approved strategies. The goal of the advocacy efforts and strategies is to improve the quality of education for AES students. The Director of Education must maintain professional and regular communications with the AES stakeholders to keep them informed of the work of the AES. This position also must establish positive working collaboration and relationships with the Participating First Nations, the Government of Canada, the Government of Ontario, AES funders, First Nation educators, and supporters. Through innovation and networking, the Director of Education achieves the vision and strategic goals and priorities of the AES. In conjunction with the Board of Directors, the Director of Education cultivates a positive leadership role among the Participating First Nations, the Regional Education Councils, and the leadership of the Participating First Nations.

### **Board & Committee Support**

The Director of Education is the KEB's primary contact for the Board of Directors and must foster effective teamwork between the Board, the Director of Education, and the KEB staff. Within this position, the Director of Education provides support and information at scheduled Board meetings, committee meetings, and working group meetings, as required. In addition to attending and participating in meetings, the following deliverables are required of the Director of Education:

- presenting quarterly reports on the implementation progress of the Agreements
- supporting the preparation of agendas, minutes, meeting materials, as needed
- facilitating discussions and presenting briefing notes
- providing timely and appropriate support to the Board, committees, and working groups to ensure these bodies fulfil their legal and ethical obligations;
- identifying, assessing, and informing the Board of Directors of internal and external issues that affect the AES and the KEB;

### **Education Programs and Services**

Responsible for overseeing the provision of education programs and services to the PFNs, the Director of Education works closely with the Anishinabek Education Services Manager to ensure that projects and initiatives undertaken by the KEB are timely, relevant, culturally-appropriate, and reflective of the needs and priorities of the regions. The Director of Education supports and collaborates with the Special Projects Coordinator, to ensure that programs and services within the Multi-Year Action Plan are effectively implemented and evaluated for system-wide potential.

### **Operations (Data and Information)**

The Director of Education supports the Senior Operations Manager by providing guidance and advice on matters of data, research and evaluation. This includes the implementation of the Data and Information Sharing Agreement and the implementation, maintenance, and enhancement of the AES Student Information System. As required, the Director of Education

also provides support and works collaboratively with the Senior Operations Manager in the day-to-day operations of the KEB.

### **Human Resources Management**

The Director of Education supervises all the KEB staff that report directly to the Director of Education, and contracted service providers. Together with the KEB management team, the Director of Education ensures that KEB policies are followed, and that all deadlines and deliverables are met. The Director of Education oversees the implementation of the organizational salary grid, ensures performance evaluation processes are followed, and manages disciplinary matters. This position also works with the KEB HR Committee to support and approve the development of employee incentive, retention, and succession plans, as needed. Together with the Senior Operations Manager, the Director of Education determines staffing and volunteer requirements for organizational management and program delivery, and makes recommendations to the Board of Directors on ways to meet requirements. The Director of Education is responsible to establish a positive, healthy, and safe work environment in accordance with all appropriate legislation, regulations, and Board-approved policies. This involves coaching and mentoring employees, as appropriate, to improve performance and work plan implementation.

### **Risk Management**

The Director of Education:

- identifies and evaluates the risks to the AES' people (Anishinabek students, schools, staff, volunteers, Board of Directors, committees), property, finances, goodwill, image and, with the approval of the Board of Directors and the KEB Chiefs Committee, as appropriate, implements measures to control risks;
- ensures the KEB carries adequate and appropriate liability insurance coverage;
- assists the Board of Directors and KEB employees to familiarize them with the parameters of the insurance coverage; and
- oversees the negotiation, development, and application of all legal contracts and agreements involving the KEB.

### **Other Duties**

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional organizations/societies.

As required by the KEB Board of Directors, the Director of Education will perform other duties.

## **THE REQUIREMENTS**

This position requires an individual with the following knowledge, skills and personal characteristics.

### **Essential Qualifications**

- Must be bondable
- Knowledge of First Nation education issues, challenges, and delivery models
- Demonstrated presentation skills and well-versed in public speaking
- Proven effectiveness in project management
- Ability to work in a team environment with others

- Ability to work independently and take initiative to meet goals and objectives
- Strong communication skills with proficiency in developing written communications and the development and delivery of oral presentations
- Ability to develop and maintain effective working relationships with Board members, First Nations school representatives, education partners, staff, public and media
- Experience in leading multidisciplinary teams and human resources management
- Excellent organizational and office management skills
- Computer literacy (Word, PowerPoint, Excel, etc.)
- Dependability and reliability
- Flexibility and adaptability to changing circumstances
- Creativity and innovation
- Valid driver's licence, a satisfactory drivers abstract report and a reliable vehicle
- Must be willing to travel

### **Preferred Qualifications**

- Working knowledge of financial software, specifically SAGE
- Working knowledge of electronic file transfers and accepted banking processes
- Knowledge of performance and change management
- Ability to analyze issues and information and make sound conclusions and recommendations

### **Experience and Education**

- Master's Degree in Education, Public Administration, Social Work, or Business Administration
- Minimum 5 years of education work experience in director/executive role
- A combination or relevant experience and education will be considered
- Knowledge of First Nations education and administration

### **Hours of Work**

The hours of employment will Monday-Friday from 8:30 am to 4:30 pm. The nature of this position is such that some overtime with notice will be required and possibly work on weekends or during the evenings.

**Location** The position is based out of the head office located on Nipissing First Nation.

**Salary** To commensurate with experience and education.

**Closing Date** Monday, August 24, 2020 at 4:30 pm.

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Preference will be given to members of the Participating First Nations or those of First Nation ancestry.