



Job Opportunity: Director of Education

Email to send resumes: hr@yekooche.com

Please attach your resume and cover letter with your email / or drop them off at the band office

Published date: September 12th, 2024.

Deadline to Apply: September 27th, 2024.

Job Type: Full-time, Permanent. *In person at the Yekooche Reserve Land*

Salary: \$100,000.00 - \$120,000.00 per year

Schedule: Monday to Friday from 8:30 am to 4:30 pm, up to 70 hours

The Education Director is responsible for educational leadership and program development within the Yekooche First Nation education system. This role includes direct supervision of Jean Marie Joseph School, Jean Marie Joseph Adult School, students from Early Childhood Education (ECE) through secondary and post-secondary levels, advocating for and supporting participants in Nation education programs, and administering all related programs.

Duties and Responsibilities:

- Lead program development and seize opportunities under FNEESC and ISC programs.
- Implement the School Growth Plan based on School Assessment recommendations.
- Oversee educational programs from ECE to post-secondary, ensuring continuity and student support.
- Conduct evaluations of students' academic and personal challenges to develop action plans.
- Set realistic and measurable goals with students and provide necessary resources like tutoring and counseling.
- Proactively address attendance and performance issues for sustained student success.
- Supervise ECE, Jean Marie Joseph School, Adult School, and secondary/post-secondary students.
- Administer and oversee programs within Jean Marie Joseph School and Adult Centre.
- Promote education programs through community engagement and build relationships with partners.
- Submit proposals, contracts, and reports to FNEESC and ISC.
- Maintain attendance records, manage student enrollments, and oversee computer usage.
- Ensure compliance with YFN codes and policies, handling reporting and maintenance needs.
- Conduct performance appraisals and support recruitment and training of staff.
- Manage fiscal responsibilities, including budgets, expenditure tracking, and funding proposals.
- Develop work plans, complete reporting for initiatives, and support Nation education programs and perform other duties as required.

Education / Certifications:

- Bachelor's degree in education, Educational Leadership, or a related field.
- BC teaching certified.
- Experience in educational leadership, preferably within a First Nation context.
- Proven track record in program development and implementation.
- Experience in community engagement and relationship building.
- Strong background in staff management and performance evaluation.
- Minimum of 2 years of relevant work in the field.

Knowledge, Skills and Abilities:

- Deep understanding of First Nation education programs and FNEESC / ISC policies.
- Strong leadership and team-building skills.
- Excellent communication and interpersonal skills.
- Proficiency in administrative and fiscal management.
- Ability to work collaboratively with various stakeholders.
- Knowledge of YFN codes, policies, and community values.
- Innovative and inspirational supervision practices.

Conditions of Employment:

- Obtain, as per job requirement, and maintain a clear Vulnerable Criminal Record check clearance.
- Obtain and maintain positive evaluations and assessments and to effectively fulfill the responsibilities of their position as set out in their job description and employment agreement
- Must adhere the conditions set out in the Yekooche Employment Agreement
- Ability to maintain positive working relationships with the Yekooche Staff Team
- Must have a valid bank account and Social Insurance Number
- Must have a valid B.C. driver license
- Must be willing to participate in community activities and events.
- Attendance at regular meetings and training sessions required.
- Collaboration on various projects and initiatives.
- Must reside in Yekooche Community

Benefits:

- Extended health plan covering vision and dental at the beginning of employment
- Registered Pension Plan (RPP) with a 5% employer match at the beginning of employment.
- Partially subsidized housing if required to live in the community.