



Job Opportunity: Office Administrator

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: November 26th, 2024.

Deadline to Apply: Open until the position is filled.

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

Salary: \$75,000 - \$80,000.00 per year

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

The Office Administrator is responsible for overseeing the daily operations, administration, and management of the primary and secondary school at Jean Marie Joseph School. This includes supervising staff and teachers to ensure the effective delivery of educational programs, supporting student success, and fostering a positive, inclusive learning environment. The Office Administrator serves as the primary point of contact between the school, staff, students, parents, and the community, promoting collaboration and upholding Yekooche First Nation's values and educational goals.

Duties and Responsibilities:

1. School Administration and Operations

- Manage daily operations of the primary and secondary school to ensure smooth and efficient functioning.
- Implement and maintain administrative processes that support the delivery of educational programs.
- Coordinate school schedules, timetables, and events to align with the School Growth Plan.
- Oversee regular maintenance, repairs, and upkeep of school facilities.
- Assist with the administration and coordination of the Headstart program and its users.
- Support the development and implementation of the adult education program set to begin in the new year.

2. Staff Supervision and Support

- Supervise primary and secondary school teaching staff and support staff.
- Provide mentorship and guidance to staff to foster professional growth and ensure alignment with school goals.
- Coordinate staff schedules and address staffing needs in collaboration with the HR Officer.
- Conduct quarterly and yearly performance appraisals for all school staff.
- Ensure all staff complete their daily reporting journals, documenting progress with times for accountability.
- Conduct monthly meetings with staff and the Safety Committee (Including 1 teacher, 1 Education Assistant, 1 meals person, and 1 administrator) to ensure alignment and safety.

3. Student Services and Development

- Track student attendance and academic performance to identify and address issues proactively.
- Collaborate with students, parents, and staff to set academic and personal development goals for students.
- Implement initiatives to support student well-being and academic success, such as tutoring and counseling services.
- Maintain accurate records of student enrollment and performance.

4. Community Engagement

- Act as the primary liaison between the school and the community, fostering positive relationships.
- Organize and participate in community activities that promote the school and its programs.
- Collaborate with partnering agencies to enhance educational opportunities for students.

5. Reporting and Compliance

- Ensure compliance with all Yekooche First Nation (YFN) codes, policies, and external requirements.
- Prepare and submit reports to the Director of Education, ISC, and FNESC, including nominal roll reporting.
- Manage contribution agreements and proposals for school-related funding opportunities.

6. Financial and Resource Management

- Monitor and report on school budgets and expenditures in collaboration with the Finance Office.
- Maintain records for boarding and living allowance payments for students.
- Manage inventory, including educational supplies, IT equipment, and other school resources.

7. Policy Implementation and Professional Development

- Implement policies and procedures to ensure a safe and productive learning environment.
- Organize and attend training sessions, staff meetings, and Education Committee Meetings.
- Promote continuous professional development for staff by identifying training opportunities.

Education / Certifications:

- Bachelor's degree in education, Educational Leadership, or a related field.
- 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 FNESC / 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 Criminal Records 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.