



Thunder Bay Office:

905 Victoria Avenue, Suite 2013
Thunder Bay, ON P7C 1B3
Phone: (807) 475-5020
www.martenfalls.ca

EMPLOYMENT OPPORTUNITY

Marten Falls First Nation is accepting resumes for the position of:

Director of Education

The Director of Education is responsible to the Chief and Council of Marten Falls First Nation. The responsibilities include leadership and supervision for the Elementary, Secondary, Post-Secondary and the proposed preschool, adult education and training programs.

Duties (includes, but, not limited to):

- Collaborating with staff on submissions for funding, education expenditures, program budgets, tuition agreements, operation of programs and reports.
- Overseeing staffing requirements and ensure job descriptions and contracts are in place.
- Providing leadership, supervision and direction to all Education staff.
- Following policies and procedures and revising them to ensure legal requirements are met.
- Working to ensure the safety and security of students, staff and property.
- Organize professional development and information sessions as required.
- Act in an advisory position for the Chief and Council, Education supervisors and represent Marten Falls First Nation at meetings.

Requirements:

- Bachelor of Education Degree and preferably a Masters degree in Education or Administration with a minimum of five years of experience in First Nations education.
- A member in good standing with the Ontario College of Teachers.
- Strong organizational, communication, public relations and teamwork skills.
- Maintain confidentiality and integrity by showing respect to staff, parents, students, administration and community members.
- A driver's license is recommended.

This position will be open until filled.

Please forward resume to: Sandra Moonias, Acting Director of Education,
Marten Falls First Nation, 905 E. Victoria Ave., Ste 103, Thunder Bay, ON P7C 1B3
Phone 807-475-5020