

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

## Job Description

### Education Manager Assistant

## **PURPOSE OF THE POSITION**

Reporting to the Education Manager and the Chief Executive Officer, the Education Manager Assistant (EMA) will assist the Education Manager in advising Matawa First Nations Management, Matawa First Nations political leadership, and Matawa First Nations Education Authorities on matters related to education, early learning, elementary, secondary, post-secondary levels and the Matawa Learning Centre. Further, the EMA will aid in the facilitation of meetings of the Matawa First Nations Education Authority, which will be a primary vehicle for on-going communication with the Matawa member First Nations in matters related to education. The EMA is also responsible for assisting the Education Manager in the management and administration of the Education department and the Matawa Education and Care Centre (MECC), including budgeting, planning and supervision of all personnel.

## **SCOPE**

A major responsibility of the EMA is to support the Education Manager as they advise the Matawa leadership and the Matawa First Nation Education Authority. The EMA will also assist the Education Manager as they provide advice to Matawa First Nations Management and work with other program managers to ensure their understanding and awareness of education-related programs, concerns and issues in the Matawa member First Nations.

The EMA will help to develop regional approaches to address current and future educational needs and concerns, based on direction from Matawa leadership and the Matawa First Nations Education Authority. The EMA will assist in the development and implementation of a regional strategy on education and monitor and evaluate the strategy on a regular basis, with regular reporting to the Matawa Board of Directors and the Matawa Chiefs in Assembly.

The EMA will support the Education Manager as they represent the Matawa Education Department on various local, regional, provincial and national committees; the EMA will provide input and obtain information related to current education practices and education initiatives originating in various government departments or organizations. Information will be reviewed, shared and advice provided to Matawa First Nations Management; the Matawa leadership and/or the Matawa First Nations Education Authority.

The EMA is responsible for assisting the Education Manager with the preparation of all proposals, budgets, work plans, quality assurance and reports for the Education Department including the Matawa Learning Centre. In addition, the EMA will help to ensure department staff read, understand and accept all MFNM Policies and Procedures, and will assist in the supervision and evaluation of department staff as per Matawa personnel and financial policies and procedures. The EMA will help to manage the day-to-day operations of the Education Department and the Matawa Education Centre.

*Note: all references to "Education Department" include the Matawa Education and Care Centre*

## **RESPONSIBILITIES**

### **1. Planning**

#### Main Activities

- Assist in the development and implementation of annual work plans and related budgets for the Matawa Education department and its various programs and initiatives;
- Aid in the review the Matawa Regional Strategic Plan for Education on an annual bases and revise when required, with input and advice from the Matawa First Nations Education Authority;
- Support the Education Manager with the preparation of Education Department annual and long-range plans, and related implementation strategies for Matawa First Nations Management;
- Help in the coordination and facilitation of Education meetings with various stakeholders, including the Matawa First Nations Education Authority.

### **2. Organizing**

#### Main Activities

- Assist the Education Manager in monitoring the Education Department work plan, activities and financial revenues and expenditures on a monthly, quarterly and annual basis;
- Aid in adjusting work plan activities and financial revenues and expenditures as required;
- Help the Education Manager to assign duties to department staff to ensure completion of identified work plan activities in a financially efficient and effective manner;
- Assist the Education Manger in overseeing the maintenance and replacement of Education department inventory, including furnishings, resources, computers, IT devices and office equipment;
- Provide support to the Education Manager in the implementation and monitoring of MFNM's Quality Management System to ensure quality assurance, and that all ISO 9001 requirements are met within the Education Department;

### **3. Staff Supervision**

#### Main Activities

- Support the Education Manager to provide leadership and supervision to Education Department staff to ensure consistent, high levels of job performance;
- Assist in the supervision and monitoring of day-to-day duties and activities of Education Department staff;
- Assist in the assigning of staff as necessary to ensure completion of special projects in a timely manner;
- Recruit and provide recommendations to the Education Manager for hiring of new or replacement staff within the Education Department when required;

- Review and revise job descriptions for Education Department positions as required under the MFNM Human Resources Policy and Quality Assurance;
- Provide assistance to the Education Manager in conducting performance reviews of all Education Department staff on an annual;

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Diploma or Degree in the field of Education or equivalent combination of education and experience;
- 3 years of successful experience preferred;
- Experience with, and understanding of, special education programs and models to support student success and academic needs;
- Thorough knowledge of First Nations and Ontario education systems;
- Understanding of issues faced by First Nations youth;
- Experience and knowledge of First Nations Cultures and life styles;
- Knowledge and experience with computer systems (Apple preferred); and
- Fluency in Ojibway or Oji-Cree is considered an asset;
- Ability to work effectively with staff, parents or guardians, and administration;
- Ability to maintain a high level of confidentiality.

### **Skills**

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills;
- Ability to maintain confidential student case notes and files;
- Interpersonal and leadership skills;
- Ability to facilitate presentations for training, workshops and group activities;
- Ability to maintain friendly public relations and partnerships;
- Ability to deal with stress and effectively manage time;
- Ability to take initiatives and decisions for the betterment of students;
- Strong critical thinking skills; and
- Ability to multi-task.

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the EMA.

The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision;
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators;
- Must provide a current Criminal Record Check and tuberculosis skin test;

- Must be able to work on call as required; and
- Possess a valid driver's license.

## **WORKING CONDITIONS**

### **Physical Demands**

The EMA may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The EMA may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Education and Care Centre building may be a busy facility. The EMA may have to manage a number of projects at one time, and may be interrupted frequently. The EMA may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

### **Mental Demands**

The EMA will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

# CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name                      Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature              Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Chief Executive Officer's Signature              Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.