

MATAWA FIRST NATIONS MANAGEMENT



Matawa
EDUCATION & CARE CENTRE

Job Description

Vice Principal – Matawa Education & Care Centre

PURPOSE OF THE POSITION

Under the direction and supervision of the Executive Director – Education Department and Matawa Education & Care Centre (MECC) Principal, the Vice Principal is responsible for supporting the daily operations and on-going development of the MECC and its programs. As well, the Vice Principal assists in the on-going monitoring and reporting, including supervision and evaluation of the MECC teaching and support staff. In addition, the Vice Principal must liaise with various community agencies, businesses, organizations and government departments, and travel to Matawa First Nation communities and schools to promote the development and ongoing success of the school and its programs.

SCOPE

As a highly skilled and motivated professional who possesses specialized knowledge and expertise in school administration, the Vice Principal utilizes their experience in instructional leadership and staff supervision to ensure the MECC courses and programming meet Ontario Ministry of Education curriculum standards, expectations and learning outcomes. This is a requirement for approval by the Ontario Ministry of Education to provide secondary school credits and graduation diplomas. The Vice Principal is responsible for assisting in the accurate and timely preparation and submission of all reporting required by the Education Department Manager, Principal, the Ontario Ministry of Education and Indigenous and Northern Affairs Canada related to the MECC and its students.

The Vice Principal supports the operations of the MECC by aiding in the monitoring of resources on a regular basis and securing required materials and supplies. The Vice Principal helps to identify resources for future courses and identify funding requirements as part of the on-going monitoring of the MECC activities. This is accomplished within the administrative and management structures of Matawa First Nations Management.

The Vice Principal must work effectively in a team setting, which may include other members of the Matawa Education Department, the Matawa Regional Advisory Committee on Education, parents and Matawa First Nations political leadership. In addition, the Vice Principal has a supporting role in developing and maintaining relationships with external organizations, agencies and businesses in creating and sustaining supports and programming for the MECC and its students.

The MECC is a dynamic school which continuously evolves to meet the academic needs of its students and other Matawa First Nation learners. The Vice Principal will take a leading role in the development of upgrading and secondary programs to serve Matawa First Nation members.

RESPONSIBILITIES

1. Program Development and Delivery

Main Activities

- Aid in the overseeing of program and course development and delivery
- Identify areas for continuing program development
- Ensure the availability of required resources for students and staff
- Identify areas of need or areas in need of further enhancement related to the school program, operations or facility
- Develop partnerships with potential cooperative education mentors, organizations and businesses
- Take a leading role in the recruitment of students
- Provide on-going support and encouragement to students and staff

2. Administration

Main Activities

- Provide internal/external program reporting as required
- Maintain student and school records as required by Matawa First Nations, INAC and the Ontario Ministry of Education
- Supervise staff and conduct performance reviews as required
- Financial and operational monitoring and reporting
- Assist in the short- and long-term planning for MECC operations
- Liaise with Ministry of Education and INAC as required to ensure on-going compliance
- Liaise and work with Matawa Education Authorities to recruit and support students
- Contribute to the monitoring and implementing of school-wide rewards and/or disciplinary action to support excellence in both staff and student performance and behaviour

3. Leadership

Main Activities

- Develop partnerships with potential cooperative education mentors, organizations and businesses
- Liaise and develop relationships with Matawa First Nations
- Identify sources of additional resources and funding for MECC programs and activities
- Develop and enhance relationships with external organizations, businesses and government departments
- Develop and enhance relationships with First Nation Education Authorities, parents, and education counsellors
- Assist the Principal and/or Education Department Manager with the development of new initiatives related to secondary school programs, to support Matawa First Nations, and their members

4. Other Duties

Main Activities

- Assist the Principal and/or Education Department Manager with the development of student or staff recruitment materials
- Assist with the development of Department resources and content for the Education Department website
- Assist with the development and design of promotional materials

5. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Current *Certificate of Qualification and Registration* and membership in good standing with the Ontario College of Teachers
- Ontario Principal's qualifications recorded on their Ontario College of Teachers *Certificate of Qualification and Registration*
- Knowledge of INAC education funding and programs
- Knowledge of First Nation governance, cultures and life styles
- Knowledge of Ojibwe, Oji-Cree or Cree is considered an asset
- Knowledge and experience with computer systems (Apple preferred)

Skills

The incumbent must demonstrate the following skills:

- Experience working in a First Nation school, as a Vice-Principal or Principal
- Demonstrated leadership skills and initiative
- Excellent written, verbal, interpersonal, presentation, and analytical skills
- A valid Ontario Driver's License

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Senior Vice-Principal. The incumbent must also demonstrate the following personal attributes:

- Demonstrated ability to work effectively with a variety of education stakeholders (eg. parents, students, co-workers, administrators, government representatives) and to achieve results through a consultative approach
- Willingness and ability to travel as required, to both road-accessible and fly-in communities

WORKING CONDITIONS

Physical Demands

The Vice-Principal may have to travel in the community and Matawa First Nations 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 Vice-Principal may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The MECC may be a busy facility. The Vice-Principal may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of students and other staff members. The Vice-Principal 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 eye strain and occasional headaches. The MECC may be noisy and busy making it difficult for the Vice-Principal to concentrate.

Mental Demands

The Vice-Principal may have to manage a number of requests and projects at one time. They must be aware of Education Department business in the community 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.