

# Constance Lake Education Authority

2 Musko Road  
P.O. Box 5000  
Constance Lake First Nation  
Constance Lake, Ontario  
P0L 1B0

Ph: (705) 463-1199  
Fx: (705) 463-2077

## **JOB POSTING** **EDUCATION DIRECTOR**

The **Constance Lake Education Authority** is accepting resumes for the position of **EDUCATION DIRECTOR** until **Friday, June 2, 2023**.

### **RESPONSIBILITIES**

- Ignite and kindle the passion for our mission with all our students, staff, volunteers, and community propelling them to help us achieve our goals.
- Build a true sense of pride in our Indigenous roots, our rich history, and our vision of the future.
- Model the leadership you look to see in others by tending to your own self-care.

### **BOARD PARTNERSHIP**

- Build, cultivate, and nurture a true partnership with the CLEA Board of Directors built on mutual respect and trust.
- Provide the Board with the necessary training, resources, and information necessary to fulfill their roles and obligations.
- Instill and encourage a First Nation, Indigenous approach to all decision-making.

### **VISION AND STRATEGIC DIRECTIONS**

- Carry out the CLEA Vision and Strategic Directions into the future.
- Ensure that the Strategic Directions are manifested in all aspects of student learning and teacher delivery of programs.
- Review the Strategic Plan on a regular basis recognizing it as a fluid document informing our path to success for all.

### **MANAGEMENT**

- Build, lead and retain an effective and diverse staff team dedicated to the Vision and with the requisite skills to be successful in their work.
- Establish effective decision-making at all levels so all voices are heard and that short- and long-term goals are met.
- Ensure the financial management and decision-making are informed by the Board's Vision and that financial information is communicated in a timely and accessible manner.

### **QUALIFICATIONS/EDUCATION:**

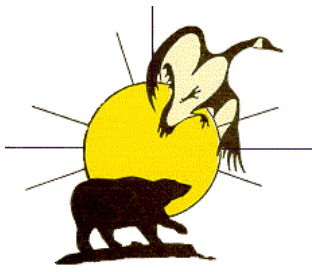
- Have demonstrated experience as an Indigenous Leader, knowledge of Indigenous history, and clear evidence of working with Indigenous People and communities.
- Possess a postgraduate, graduate, or undergraduate university/college degree/diploma in education, public administration, business administration, health and/or industry or experience commensurate with these levels of education.

### **EXPERIENCE**

- Experience working with First Nation schools and Boards of Education at the Administrative and/or Board level.
- Five (5) years of work experience in a senior management position for a First Nation, public sector, or government service agency, and/or
- Evidence and understanding of work with proposals, policies, procedures, and reports.
- Experience working with First Nation Chiefs and Councils demonstrating good communication towards creating a wonderful place of learning for the children in the community.

### **KNOWLEDGE & QUALITIES**

- Have integrity, self-awareness, courage, respect, and demonstrated leadership in relationship building and leading with compassion.
- Is knowledgeable of Indigenous culture and traditions. The ability to speak or understand either language would be a definite asset.
- Is knowledgeable of federal and provincial legislation, regulations, funding, and programs as they relate to First Nation Education operations and First Nations student learning needs.



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- Has understanding and knowledge of the relationship with Indigenous Services Canada (ISC) and the Ontario Ministry of Education
- Is knowledgeable of, and experienced in, the planning and delivery of educational programs and service requirements for First Nations students.
- Is knowledgeable of provincial education authorities in the area of First Nations students' learning success.
- Has experience in community development and strategic planning activities.
- Has demonstrated connection to First Nation communities reflecting positive relationships.

## SKILLS/ABILITIES

- Has demonstrated leadership capacity, confidence, passion, and drive for creating opportunities to enhance and support student achievement.
- Has a clear understanding of Indigenous cultural heritage and Ways of Knowing.
- Is self-directed and able to both lead and work as part of a multi-disciplinary team.
- Has a wide variety of knowledge including computer applications and functions.
- Has oral and written communication skills and is able to speak effectively to groups.
- Has developed interpersonal skills and ability to effectively work with the Board, the senior staff, employees, and community members.
- Must demonstrate a capacity to work effectively with CLFN Chief and Council
- Has good analytical, problem-solving, and conflict-resolution skills.
- Is able to meet the demands and deadlines in the role of Education Director
- Has the ability to work independently and within a team environment.

## OTHER REQUIREMENTS

- Possess a valid Ontario driver's license and dependable insured vehicle.
- Land-based experience and knowledge is an asset.

## INTERESTED APPLICANTS must submit:

- a cover letter,
- resume,
- copies of qualifications/work experience
- three (3) recent work-related reference letters and
- Vulnerable Sector Check (within one year of the current date)

Applicant Information will be submitted in a sealed envelope marked:

**"APPLICATION FOR EDUCATION DIRECTOR"**

To:  
Constance Lake Education Board of Directors  
c/o Constance Lake Education Authority  
2 Musko Road, P.O. Box 5000,  
Constance Lake, ON P0L 1B0  
705-463-1199

Email submissions with required information attached may be sent to:

[joanne.martin@mhec.education](mailto:joanne.martin@mhec.education)  
*Administrative Assistant*  
705-463-1199 ext. 119

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*NOTE: We thank all applicants for applying, however only those selected for an interview will be contacted. Preference will be given to Indigenous applicants and/or applicants with clearly demonstrated experience and success working with a First Nation School Board and Schools.*