

Nibinamik First Nation
Nibinamik Education Centre
P.O Summer Beaver, ON P0T 3B0
Maryoskineegish56@gmail.com
1-807-633-7501

Employment Opportunity
Principal

Job Title: Principal
Reports to: Education Director
Location: Nibinamik First Nation
Job Type: Full-Time

About Us: The Nibinamik Education Centre is a modern facility with six classrooms and programming for students in JK to Grade 8. Following a Native Language immersion program from JK to Grade 2, students continue their education with a strong emphasis on both academic and cultural learning. Cultural content is taught to all grade levels daily, including outdoor programs and traditional language studies.

Objective: The Principal is responsible for the overall management of the school and the welfare of its students. The role involves providing leadership, coordinating educational planning, and ensuring the effective implementation of educational programs. The Principal is expected to foster a positive school environment that promotes learning, respect, and cooperation among all stakeholders.

Key Responsibilities:

- **Leadership & School Management:** Maintain discipline and a positive school environment by implementing Education Authority-approved policies, promoting leadership and cooperation among staff, and fostering a welcoming "Community School" atmosphere for parents, community members, and elders.
- **Student & Staff Oversight:** Register students, manage and maintain accurate records, and ensure compliance with the Ontario Safe School Act. Supervise and evaluate staff performance through regular classroom visits and annual performance reviews, providing final documentation by March 25.
- **Academic Planning & Coordination:** Develop and distribute the school timetable and program of studies after approval, prepare the master school calendar in collaboration with the Education Director, and plan for the upcoming school year, completing necessary documentation by April 10.
- **Communication & Reporting:** Facilitate open communication with the community, parents, and the Education Authority. Provide regular progress reports to parents, submit monthly reports to the Education Authority, and

maintain communication with other education stakeholders as required.

- **Budget & Resource Management:** Coordinate school supply orders, collaborate with the Finance Department on budget matters, and ensure proper management of revenues and expenditures.
- **Student Support & Extracurricular Activities:** Address student behavior issues, ensure the availability of supervised extracurricular activities, liaise with Community Health and Social Services as needed, and promote the dignity, self-esteem, and pride of students.

Qualifications:

- Bachelor of Arts/Bachelor of Education Degree (Minimum Requirement)
- Master's degree in education would be an asset.
- Principal Qualifications – PQP Part 1, PQP Part 2.
- Proven experience in school administration or a similar role.
- Strong understanding of educational policies and regulations.
- Excellent leadership, communication, and organizational skills.
- Ability to work collaboratively with staff, students, parents, and the community.

Please submit your cover letter, resume, and references to:

Mary Oskineegish, Education Director

Nibinamik First Nation

Nibinamik Education Centre

1-807-633-7501

Email: Maryoskineegish56@gmail.com