

# MATAWA FIRST NATIONS MANAGEMENT



Job Description

Executive Director of Education

## **PURPOSE OF THE POSITION**

The Executive Director is a senior manager within the Education Department who is accountable to the member First Nations to carry out the mandate of education as directed by the Matawa Chiefs Council. The member First Nations appoint one of their members as Director to oversee education to ensure it meets its obligations as set out by the member First Nations.

The Executive Director will report to the Chief Executive Officer of Matawa First Nations Management on the day-to-day operations and administration of the education programs. The Executive Director advises Matawa First Nations Management, Matawa First Nation political leadership, and Matawa First Nation Education Authorities on matters related to education, early learning, elementary, secondary and post-secondary levels. The Executive Director will facilitate meetings of the Matawa Regional Advisory Committee on Education, which will be a primary vehicle for on-going communication with the Matawa First Nations in matters related to education. The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Executive Director is also responsible for the management and administration of the Education Department, including budgeting, planning and staff supervision.

## **SCOPE**

A major responsibility of the Executive Director is to provide advice to the Matawa leadership and the Matawa Regional Committee on Education. The Executive Director will also provide advice to Matawa First Nations Management and work with other managers to ensure their understanding and awareness of education-related programs, concerns and issues in Matawa First Nations.

The Executive Director will develop regional approaches to address current and future educational needs and concerns, based on direction from Matawa leadership and the Matawa Regional Committee on Education. Working with the Regional Advisory Committee on Education, the Executive Director will develop a regional strategy on education and monitor the strategy on a regular basis, with regular reporting to the Matawa Board of Directors and the Matawa Chiefs in Assembly.

Representing Matawa on various local, regional, provincial and national committees, the Executive Director 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 Regional Advisory Committee on Education.

The Executive Director is responsible for the preparation of all proposals, budgets, work plans and reports for the Education Department. In addition, the Executive Director may supervise and evaluate staff, as per Matawa personnel policies, and manage the day-to-day operations of the Education Department.

## **RESPONSIBILITIES**

## **1. Planning**

### **Main Activities**

- Develop and implement annual workplans and related budgets for the Matawa Education Department and its various programs and initiatives
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Review the Matawa Regional Strategic Plan for Education on an annual basis and revise when required, with input and advice from the Matawa Regional Advisory Committee on Education
- Assist with the preparation of the Education Department annual and long-range plans, and related implementation strategies for Matawa First Nations Management
- Coordinate and facilitate Education meetings with various stakeholders, including the Matawa Regional Advisory Committee on Education

## **2. Organizing**

### **Main Activities**

- Monitor Education Department workplan activities and financial revenues and expenditures on a monthly, quarterly and annual basis
- Provide specific briefing notes and related documents required by the Chief Executive Officer of Matawa First Nations Management for his/her information
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Adjust workplan activities and financial revenues and expenditures as required
- Assign duties to department staff to ensure completion of identified workplan activities in a financially efficient and effective manner
- Oversee maintenance and replacement of Education Department inventory, including furnishings, resources, computers, IT devices and office equipment
- Oversee and implement ISO standards to ensure quality assurance requirements are met within the Education Department

## **3. Staff Supervision**

### **Main Activities**

- Provide leadership and supervision to Education Department staff to ensure consistent, high levels of job performance
- Supervise and monitor day-to-day duties and activities of Education Department staff
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations

- Assign staff as necessary to ensure completion of special projects in a timely manner
- Recruit and provide recommendations to the Chief Executive Officer for hiring of new or replacement staff within the Education Department
- Review and revise job descriptions for Education Department positions as required under the Matawa Human Resources Policy and ISO standards
- Conduct performance reviews of all Education Department staff on an annual basis, or as otherwise required under the Matawa Human Resources Policy and ISO standards

#### **4. Controlling/Monitoring**

##### **Main Activities**

- Monitor activities of the Matawa Education Department programs and initiatives, and take corrective action when necessary to ensure the efficient and effective use of financial and human resources and capital assets within the Department
- Approve expenditures within the authority delegated by the Board
- Review financial statements for the Matawa Education Department programs on a monthly basis and provide corrections to the Finance Department when required

#### **5. Reporting**

##### **Main Activities**

- Work with other internal departments to ensure reporting deadlines and requirements are met
- Prepare and provide reports for funding agencies for funding received to support the Education Department's programs and activities
- Prepare and present reports as required to the Chief Executive Officer, Matawa Board of Directors, and Matawa Chiefs in Assembly
- Prepare and present reports to the Matawa Regional Advisory Committee on Education as part of their regular meeting agenda
- Provide general updates where appropriate to other external agencies
- Initiate and respond to regional and local requests for information through reports, briefing notes, strategy reports, agenda items, or memoranda to provide communication on operational matters relating to the organization and its funding agreements

#### **6. Perform other related duties as required**

# **KNOWLEDGE, SKILLS AND ABILITIES**

## **Knowledge**

- Comprehensive knowledge of various educational systems
- Knowledge of current educational programming for First Nation members
- Understanding of federal, provincial and First Nation education jurisdictions
- Knowledge of First Nation Governments, cultures and lifestyles
- Understanding of organizational budgeting and planning processes
- Knowledge of quality assurance management principles and practices
- Knowledge of human resources management and supervision
- Knowledge of Cree, Oji-Cree or Ojibway is an asset

## **Skills**

- Ability to communicate effectively both orally and in writing
- Excellent written, verbal and interpersonal skills
- Demonstrated presentation, research and analytical skills
- Demonstrated ability to achieve results through a consultative approach
- Ability to work effectively with First Nations partners and external organizations to meet project deadlines and objectives;
- Ability to work effectively with other staff, administration, government and First Nation organizations
- Ability to resolve conflicts and disputes in an effective and efficient manner
- Demonstrated ability to solve problems in a variety of contexts and with various stakeholders
- Experience with computer systems and related office equipment (Microsoft and Apple environments)
- Valid Class G Ontario driver's license

## **Personal Attributes**

- **Ethics:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace
- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- **Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness

- **Decision making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results
- **Problem solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high-quality standard
- **Results:** Focus on achieving desired outcomes of all tasks undertaken
- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

## **WORKING CONDITIONS**

### **Physical Demands**

The Executive Director 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 Executive Director may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Education and Care Centre may be a busy facility. The Executive Director may have to manage a number of projects at one time, and may be interrupted frequently. The Executive Director 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.

### **Mental Demands**

The Executive Director 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>_____ Supervisor's Title</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 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.