

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Principal – Matawa Education and Care Centre

PURPOSE OF THE POSITION

Under the direction and supervision of the Executive Director of Education, the Principal is responsible for the daily operations and on-going development of the Matawa Education and Care Centre (MECC) and its programs. Also, the Principal conducts on-going monitoring and reporting, including supervision and evaluation of the MECC teaching staff. In addition, the 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 schools and their programs.

SCOPE

As a highly skilled and motivated professional who possesses specialized knowledge and expertise in school administration, the Principal utilizes their experience in instructional leadership and staff supervision to ensure the Education and Care Centre 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 Principal is responsible for the accurate and timely preparation and submission of all reporting required by the Education Manager, Matawa First Nations Management, the Ontario Ministry of Education and Aboriginal Affairs and Northern Development Canada related to the Learning Centre and its students.

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

The 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 Principal has a lead role in developing and maintaining relationships with external organizations, agencies and businesses in creating and sustaining supports and programming for the Centre and its students.

The Matawa Education and Care Centre is a dynamic school which continuously evolves to meet the academic needs of its students and other Matawa First Nation learners. The Principal will take a lead role in the development of adult education, upgrading and secondary programs to serve Matawa First Nation members.

RESPONSIBILITIES

1. Program Development and Delivery

Main Activities

- Oversee program and course development and delivery
- Identify areas for continuing program development (e.g. Cooperative education)
- Ensure 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
- Build partnerships with potential cooperative education mentors, organizations and businesses
- Recruit students; work with Matawa Community Education Directors to inform of potential students.
- Provide on-going support and encouragement to students and staff

2. Administration

Main Activities

- Provide internal program reporting as required
- Maintain student and school records as required by Matawa First Nations, ISC and the Ontario Ministry of Education
- Supervise staff and conduct performance reviews as required
- Liaise and work with Matawa Education Authorities to identify long-term education needs of the communities (e.g. E-learning, alternative education programming)
- Financial and operational monitoring and reporting
- Oversee short- and long-term planning for Matawa Education and Care Centre 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
- Monitor and implement school-wide rewards and/or disciplinary action to support excellence in both staff and student performance and behavior

3. Leadership

Main Activities

- Build partnerships with potential cooperative education mentors, organizations and businesses
- Liaise and build relationships with Matawa First Nations, and with other alternative/secondary schools
- Identify sources of additional resources and funding for Centre programs and activities
- Develop and enhance relationships with external organizations, businesses and government departments

- Assist the Executive Director of Education with the development of new initiatives related to secondary school programs, adult upgrading, and GED initiatives to support Matawa First Nations and their members

4. Other Duties

Main Activities

- Assist the Executive Director of Education 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
- Other duties as they are assigned by the Executive Director of Education

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 ANAC education funding and programs
- Knowledge of First Nation Governments, cultures and lifestyles
- Knowledge and experience with computer systems (Apple preferred)

Skills

The incumbent must demonstrate the following skills:

- A minimum of 5 years successful teaching experience
- Experience working in a First Nation school, as a school 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 Principal. The incumbent must also demonstrate the following personal attributes:

- Demonstrated ability to work effectively with a variety of education stakeholders (e.g. 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 Principal may have to travel in the community and to 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 Principal may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Education Building may be a busy facility. The 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 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 Centre may be noisy and busy, making it difficult for the Principal to concentrate.

Mental Demands

The Principal will 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

Employee Signature

Printed Name

Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Executive Director's Signature

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

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.