



EMPLOYMENT OPPORTUNITY

EDUCATION MANAGER

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Education Manager** to join our Administration. The Education Manager reports to the Director of Finance/Administration and is responsible for monitoring student attendance and grades in order to identify academic problems and recommend solutions. The Education Manager is the primary contact for HIFN members seeking information on available educational support and is responsible to provide academic and career counselling services to HIFN students and families pursuing their educational paths. The Education Manager will also act as HIFN's education liaison with external institutions and agencies seeking First Nations consultation on education policy. This position requires exceptional client relation and interpersonal communication skills.

Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Education Manager will be responsible to:

- Present a positive and professional image of the organization at all times
- Serve as the subject matter expert and key point of contact for Educational Department questions and concerns
- Respond to general membership, staff and client inquiries on behalf of the Education Department via telephone, email and in-person where appropriate
- Promote good relations with staff, parents, councils, and the community
- Maintain comprehensive, detailed, chronological, up-to-date and accurate individual student record filing system
- Organize, maintain and coordinate accurate and complete office records and files in their proper electronic databases and locations
- Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage archives according to file maintenance/legal guidelines
- Prepare and distribute correspondence, forms, letters, reports, and memos on behalf of the Education Department as necessary (ie – confirmation of Nominal Roll to the various school boards, sponsorship letters, etc.)
- Schedule and facilitate meetings and appointments with Education Department clients
- Assist with the completion of client intake forms, applications and all other required education-related forms
- Maintain data for various reports using the Learning Management System as necessary
- Develop and oversee long-range and short-term department goals and objectives, including the annual Education Department work plan
- Liaise with students, parents, school representatives and bus drivers

- Be familiar with the HIFN school bus routes for both elementary and secondary schools and communicate with parents when bus schedule changes and/or there are issues
- Coordinate and facilitate annual back-to-school community meetings to review HIFN education policies including the HIFN Bus Rider Code of Conduct
- Track and record client attendance, examinations and assessments results
- Monitor student attendance and grades, identify problem areas and recommend solutions
- Oversee, manage and implement HIFN's student incentive program, including graduations incentives and summer student employment recommendations
- Consult with teachers, teaching assistants, parents, administrators and community agencies
- Refer students to other specialized services when required
- Co-ordinate the provision of counselling and information services to students, parents and teachers
- Counsel students regarding educational, career or vocational issues and organize external services where required
- Develop, plan and implement academic activities and workshops related to high-school students' successful transition to college (ie – college/university fairs)
- Accept, review and recommend post-secondary student applications according to Education Policy
- Prepare and manage education budget for elementary, secondary, and post-secondary level students prior to June annually; review school board invoices for tuition and remit to Director of Finance/Administration for approval
- Prepare and remit monthly cheque requisitions to process post-secondary student allowances and other student incentives to the Director of Finance/Administration
- Maintain communication and liaison with post-secondary students and institutions
- Organize and coordinate career fairs, incentives, etc.
- Review, amend, research, develop and implement Education Department policies and procedures, including HIFN Post-Secondary Policy and school bus policies and procedures
- Establish and maintain effective professional relationships with educational institutions and government agencies including various district school boards, Kinooaadziwin Education Body (KEB), Union of Ontario Indians (UOI), Ministry of Education and other external stakeholders
- Act as HIFN's liaison representative with KEB and other educational bodies and institutes
- Prepare and submit post-secondary recommendations for Chief & Council approvals
- Research funding programs available for the Education Department needs and prepare funding applications, including KEB contribution funding agreement, as requested
- Complete and submit Education Department reports for all government agencies and funders as required
- Prepare statistical reports for leadership meetings, explaining the usage and progress of the current educational programs
- Complete AANDC education reports accurately as required (ie – Annual Nominal Roll, Special Education report, etc.)
- Coordinate all Education Department meetings and programming by preparing materials and organizing catering as required
- Organize, set-up and clean-up meeting facilities and ensure appropriate presentation equipment is available
- Coordinate the purchase of equipment and other materials needed to support clients with educational success
- Supervise and support the Education Department staff through mentoring, coaching, and leading project initiatives
- Oversee time and attendance records for the Education Assistant, School Bus Drivers and all other department staff, including approval and signoff of time sheet and time-off requests

- Participate in performance management and progressive discipline processes within Education Manager capacity as necessary
- Ensure that all health, safety and security regulations are adhered to by modeling and enforcing safe work practices
- Adhere to all HIFN Policies and Procedures
- Take interest in continuous learning and maintain up-to-date knowledge on current industry standards, regulations, trends and practices
- Attend and participate in external and internal agencies/committee meetings (ie – First Nation Advisory Committee meetings, UOI education meetings, etc.)
- Prepare and deliver presentations at conferences, workshops and symposia on behalf of the Education Department
- Attend and participate in external educational workshops and conferences as required
- Participate in mandatory on-the job training and training workshops as required
- Attend and actively participate in mandatory staff and community meetings
- Perform other duties as assigned from time-to-time by the Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Post-secondary degree or diploma in Education, Human Services or related field required
- Certificate in Career Development and Academic Advising preferred
- 5+ years previous education/academic counselling experience
- Knowledge and understanding of school board policies, curriculum, compliance regulations and appropriate legislation
- A strong understanding of First Nations' cultures, values and history preferred
- Knowledge of Henvey Inlet First Nation community and practices an asset
- Previous experience working within a First Nations organization an asset
- Valid Ontario Class G Driver's License with access to a reliable vehicle
- Current CPIC
- Current First Aid and CPR Level C an asset
- Strong computer and typing skills
- Intermediate knowledge of Microsoft Word, Excel and PowerPoint
- Excellent client relations and interpersonal communication skills and the ability to inspire and encourage students in achievement of academic excellence
- Experience working with youth and families
- Strong written and verbal communication skills
- Strong public speaking and presentation skills
- Exceptional organization and time-management skills
- Proactive approach to problem solving with strong decision-making capability
- Excellent negotiation and mediation skills
- Strong attention to detail and the ability to perform and prioritize multiple tasks seamlessly
- Ability to adapt to changing work needs and demands
- Self-driven with the ability to work independently with little direction or as part of a team
- Proven ability to handle confidential information with discretion
- Intermediate mathematical skills
- Professional attitude and a strong work ethic
- Willingness to travel for work when needed
- Willingness to participate in ongoing learning

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

\$30/hr - \$45/hr

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.