



## EDUCATION MANAGER

Ti'azt'en Nation is seeking an Education Manager to provide direction and leadership to its Education Department. The successful candidate will be a key member of our Senior Leadership Team and be responsible to direct the departments' planning and operations, reporting to the Executive Director.

The ideal candidate is a positive leader who demonstrates resourcefulness and a strong commitment to learning, inclusiveness and empowerment of staff and students.

You are an experienced manager with knowledge and experience in educational programming, human resources management, budgeting and capacity building. As a manager, you will supervise the Education department staff.

Type of position: 12-month term position (covering for a maternity leave)

### Key Responsibilities

#### Program Management

- Develop, monitor and evaluate educational programs and services.
- Identify gaps in services and develop innovative recommendations to address them.
- Provide leadership in and support use of positive instruction methods through modeling desired behavior, teaching staff and providing positive reinforcement and regular feedback.
- Participate and supervise the development of budget and budget controls while providing financial accountability over all programs and services.
- Prepare for and coordinate all Education-related meetings.
- Develop and implement frameworks to assess student and staff needs.
- Provide advice, guidance and recommendations to Chief and Council and other relevant Boards
- Develop proposals for and advocate for services required based on needs assessment.
- Develop strategies, policies and protocols in support of meeting the departments' mandate including sound documentation, record keeping and preparation of reports.
- Set up controls to comply with security, privacy and confidentiality requirements.

#### Stakeholder Relations and Communication:

- Foster positive relationships with internal and external stakeholders to leverage partnerships and support a productive working environment.
- Set up and use appropriate supervisory strategies to provide direction, guidance, instruction and correction for staff.
- Facilitate staff's involvement to identify skill building and training needs and participate in approved training and professional development opportunities.

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**TRUE NORTH SQUARE**

**242 HARGRAVE STREET, SUITE 1200, WINNIPEG MB, R3C 0T8**

**1.877.500.0795 T: 204.775.4531 F: 204.783.8329 MNP.ca**

- Design and implement a coaching culture where positive and constructive feedback are used as a foundation to building skills and growing capacity.
- Proactively develop collaborative and respectful relationships with all internal and external stakeholders including community members, partners, governments, agencies, services, media, etc.

### Skills and Qualifications

- A Bachelor (or equivalent) degree in Education, with preference for studies devoted towards education administration.
- A minimum of 3 years teaching and 3 years of successful education administration in a similar context.
- Experience in First Nations schools is considered an asset.
- A demonstrated record of successfully leading, influencing, and supporting broader organizational goals, projects, and mandates related to education.
- A sophisticated understanding of organizational culture and the ability to influence, lead, and achieve results with students, staff and community members.
- A demonstrated ability to coach and mentor others.
- Exemplary communication skills, both written and oral with added value of notable public communication abilities

A cover letter and resume outlining how you meet these qualifications is requested, c/o: MNP at [applyvia@mnp.ca](mailto:applyvia@mnp.ca).

Applications are assessed as they are received therefore early application is recommended.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.

