



FORT MCKAY FIRST NATION

P.O Box 5360, Fort McMurray AB T9H 3G4
Phone (780) 828-2430 Fax (780) 828-4680

JOB OPPORTUNITY

Education Senior Manager

General Description:

The **Fort McKay First Nation (FMFN)** is seeking a motivated and multi-tasked oriented individual who is flexible and works well in a team environment to fill the full-time position of **Education Senior Manager**, reporting directly to the Director of Education, FMFN. The **Education Senior Manager** will be responsible for assisting in facilitating the selection of and implementation of a FMFN Education Model.

The FMFN is located in the heart of Canada's Athabasca oil sands region and governs over 40,000 acres of land and has some 675 members, over half of which live on the reserve at Fort McKay, Alberta. In order to address the educational needs of the children of the Fort McKay First Nation, the decision has been made to create the new position of Senior Education Manager. Working as a team member with the Director of Education, the Executive Director, Sustainability and Community Services, and charged with conducting ongoing evaluation of the existing provincial provision of educational services, the Senior Education Manager will assess alternate school and curriculum programs with the intent of developing a Fort McKay First Nation contemporary education system that is grounded in the rich languages and cultures of the Fort McKay Community, and a system that is creative and visionary and honors tradition and a system that is fully operated and governed by the FMFN.

The **Education Senior Manager** will also be responsible for assisting in developing and implementing an Education Program and Policies related to the management and administration of an Education System for the community of Fort McKay. This is a full-time position based on seventy-five (75) hours bi-weekly.

Duties:

Educational Leadership

- Evaluate the existing elementary, high school and e-learning education models and services currently offered in Fort McKay
- Research and evaluate successful educational models used world-wide and present research and analysis to the Chief and Council and community of Fort McKay
- Provide leadership in all matters relating to education in Fort McKay First Nation
- Ensure that effective and appropriate educational programs are delivered to all students
- Establish and maintain clear, consistent expectations that encourage pupils to pursue educational goals
- Develop and maintain positive and effective relations with staff at the Federal, Provincial and Local government levels and surrounding schools and board departments
- Provide leadership to promote clear, consistent, expectations that focus on successful outcomes for students
- Work with the Fort McKay First Nation Chief and Council and the Fort McKay Community in their efforts to secure a new educational system and construction of a new educational facility

We appreciate the interest of all applicants; only those selected for interviews will be contacted.



FORT MCKAY FIRST NATION

P.O. Box 5360, Fort McMurray AB T9H 3G4
Phone (780) 828-2430 Fax (780) 828-4680

Fiscal Responsibility

- Ensure that the fiscal management of the FMFN Education Program is in accordance with FMFN's annual budget, other applicable grant regulations, and in accordance with the provisions of the FN Education Act, and Education Authority Policy

Organizational Management

- Demonstrate effective organizational skills that result in compliance with all legal, Education Authority mandates and timelines

Strategic Planning

- Provide leadership for the development and review of a multi-year strategic plan, in accordance with FN Education Act and Education Authority Policy
- Ensure appropriate involvement of the Education Authority (approval of process and timelines, establishment of Education Authority priorities and outcomes, key results and final Education Authority approval)
- Report regularly on results achieved and FMFN Education Program improvement plans

Policy/Procedures

- Facilitate the planning, development, implementation, review and evaluation of Education Authority policies
- Provide leadership in the planning, development, implementation, review and evaluation of administrative procedures

Director/Board Relations

- Establish and maintain positive working relations with Education Authority
- Support Education Authority in performing its role and facilitates the implementation of its role as outlined in FMFN law

Communications and Community Relations

- Establish effective communication strategies to keep the FMFN Education Program informed of key monitoring reports, student, volunteer and staff successes, local issues and board decisions
- Ensure that open, transparent and positive internal and external communications are in place
- Participate in community affairs in order to enhance and support the FMFN Education Program and promote public education

Student, Staff and District Recognition/Public Relations

- Establish effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, volunteer, staff and successes
- Develop best teaching practices by collaborating with teachers and paraprofessionals
- Implement different curricula based on grade level and school subject, choose textbooks and classroom materials
- Conduct training workshops for teachers prior to the school year starting to teach them how to implement the chosen curricula
- Monitor the teachers' progress toward achieving educational goals

We appreciate the interest of all applicants; only those selected for interviews will be contacted.



FORT MCKAY FIRST NATION

P.O Box 5360, Fort McMurray AB T9H 3G4
Phone (780) 828-2430 Fax (780) 828-4680

System Leadership

- Demonstrate positive and proactive leadership that has the support of the staff with whom the Education Manager works most closely
- Other duties as assigned

Required Competencies:

Candidates are required to have the following competencies:

- Adaptability
- Interpersonal Skills
- Dependability
- Integrity/Ethics
- Job Knowledge
- Productivity
- Budgets/Cost Control
- Leadership
- Managing for results
- Organizational savvy
- Planning
- Problem solving/Decision making
- Client focus
- Negotiation Skills

Qualifications:

- A Master's Degree in Education required with 5- 7 years of senior educational administrative experience
- Experience in a First Nation community is an asset
- Preference will be given to First Nation candidates
- Clear Criminal Reference Check (CPIC) and Vulnerable Persons Screening Report
- Must be respectful of Aboriginal traditions, knowledge and customs
- A valid class 5 Driver's License & Clean Driver's Abstract Required

Location:

- Successful candidate will be required to live in (or relocate to) Fort McMurray, Alberta
- Monday-Friday work week will be in Fort McKay, Alberta
- This is not a fly-in-fly-out position

Closing Date: December 31, 2017

Please submit Cover Letter & Resume to:

Attn: Human Resources
Fort McKay First Nation
P.O. Box 5360

Fort McMurray, AB T9H 3G4

E-mail: fmfnemployment@fortmckay.com

Fax: (780) 828-4680 (Attn: Human Resources)

Please ensure you indicate the competition # you are applying for

We appreciate the interest of all applicants; only those selected for interviews will be contacted.