



Recruiting



GARDEN RIVER FIRST NATION EMPLOYMENT OPPORTUNITY

POSITION TITLE: EDUCATION MANAGER
CLASSIFICATION: FULL-TIME (6 MONTH PROBATION PERIOD)
SALARY RANGE: BASED ON QUALIFICATIONS/EXPERIENCE
LOCATION: GARDEN RIVER EDUCATION
SALARY: CURRENTLY BEING REVIEWED
(Starting Salary Minimum \$52,000.00)

Garden River First Nation is looking for a highly motivated individual to manage the Garden River Education Unit. In general, the Education Manager will report to the Chief Executive Officer and provide guidance and direction to all education staff. The Education Manager will also oversee the delivery of education programs and services, budgeting (month end and annual) and working with various levels of government(s) and developing strategies for Garden River. If you have the following:

MINIMUM QUALIFICATIONS:

1. A **Bachelors Degree in Education is preferred**, however, a **Bachelors Degree in Business** or other related field will be considered.
2. At least **5 years management /administration** experience in the **education field**. Transferable skills will be considered.
3. Experience working with First Nation governments and other levels of Government.
4. Well-developed **communication, staff/public relations and negotiating experience**; must be highly self-motivated and able to work well independently or as a team member.
5. Must have excellent **computer skills**, proven experience with word processing, spreadsheet, database, presentation and publishing software – preferably in a Microsoft environment.
6. Experience managing a **budget**.
7. **Supervisory** experience.
8. Must have **valid Ontario Diver's License** and access to reliable transportation.
9. A **criminal reference check** is required.

KNOWLEDGE AND SKILLS:

- Must be innovative and decisive with **high-level** organizational, managerial, research and analytical skills.
- Must demonstrate **results oriented management** skills and practices.
- Must demonstrate the ability to work with a **high level of tact and discretion**.
- Must possess excellent management skills and be able to establish and effectively **achieve measurable objectives** within directed work plans.
- Knowledge, training and experience in **governmental educational funding procedures**.
- Understanding of **school board structures**, knowledge of the **Ontario Education Act** and other relevant legislation.

Please send a detailed resume, three references, written permission to contact references and a current, clear CPIC by the deadline of: ~~Friday, September 28, 2007~~ **@ 12 noon to:** *Tues, October 23, 2007*

Caroline Barry, CEO
7 Shingwauk Street
Garden River, ON
P6A-6Z8

Caroline Barry
Approved by

Sept 14/07
Date approved

Oct 12/07 (for reporting)

Disclaimer

This job posting indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required. Only those selected for an interview will be contacted.