

Lennox Island First Nation

Lennox Island, PEI

Education Administrator

Job Description

Purpose

The Education Administrator will be responsible for providing administrative leadership for Lennox Island First Nation educational initiatives, to liaise with a broad range of stakeholders in the educational system, and to prepare related documentation to support the effective and efficient delivery of educational services for members of Lennox Island First Nation.

Reporting To:

Chief, Lennox Island First Nation

Specific Responsibilities:

- Prepare proposals and reports for the Lennox Island Band Council and Indian Affairs Canada including programs with: High Cost Special Education, Teacher Recruitment and Retention, New Paths in Education, and Parental/Community Engagement;
- Oversee Principal and staff at John J. Sark Memorial School;
- Develop proposals and plan programs for Special Education students at John J. Sark Memorial School, Hernewood Intermediate and Westisle Composite High Schools who service Lennox Island First Nation students;
- Liaise with stakeholders at the Lennox Island Band Council, John J. Sark Memorial School, Lennox Island First Nation members and Band Council, Hernewood Intermediate, Westisle Composite High School, and University/College institutions. This includes liaising with students, staff, administrators, and parents;
- Work with professionals in accessing services within the First Nation and/or Province of PEI for Lennox Island First Nation students. Services may include, but are not limited to: health, dental, vision, learning disabilities, educational supports, and personal safety;
- Assist with registration of new or transferring students into John J. Sark Memorial School, Hernewood Intermediate or Westisle Composite High School;
- Oversee Educational Assistants employed by the Lennox Island First Nation stationed in Hernewood Intermediate and Westisle Composite High Schools who service Lennox Island First Nation students
- Prepare reports for the Lennox Island Band Council and Indian Affairs Canada
- Oversee application process and administration of Post-Secondary Assistance Funding;
- Participate on related committees within the Lennox Island First Nation, Province of PEI, and within the Atlantic Region including: Lennox Island Health Team,

Lennox Island Family Services Committee, Lennox Island FASD Committee, PEI FASD Provincial Advisory Group, Atlantic Region Indian Studies Support Program Adjudicator, and Atlantic Region High Cost Special Education Adjudicator;

- Other ancillary duties as may be assigned and related to the role.

Statement of Qualifications

- Undergraduate Degree in Education or undergraduate degree in related field combined with experience working in the education system;
- Experience in accounting and financial management considered a strong asset;
- Knowledge of curriculum frameworks and underpinning philosophies;
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Highly developed facilitation and presentation skills;
- Excellent demonstrated leadership and communication skills;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Knowledge of First Nation education development, socio-economic conditions, and culture of First Nation communities;
- Ability to deal with highly confidential and sensitive matters;
- Provide satisfactory clearance of criminal record check;
- Valid driver's license and reliable transportation and willing to travel.