



KiizhiK
EDUCATION
CORPORATION

School:
1450 Valley Drive
Kenora, ON P9N 3Y4
Phone: (807) 548-4912
Fax: (807) 548-5917

Main Office:
598 Lakeview Drive
Kenora, ON P9N 3P7
Phone: (807) 468-5551
Fax: (807) 468-3908

Employment Opportunity **- School Principal -**

PROGRAM: Gaagagekiizhik Gakinoo'amaadiwigamig Gakinoo'amaawasowin

LOCATION: Gaagagekiizhik School Building

SUMMARY:

The Principal is responsible for the overall operation of the Urban First Nation School. The Principal will ensure that the students who attend have programming and support that meet their own unique educational, emotional, social, cultural, and physical needs. The Principal will also ensure the school meets all provincial licensing and curricular requirements. The Principal will report directly to the Education Services Coordinator.

GENERAL DUTIES:

- Provides leadership for instructional and non-instructional personnel at the school.
- Directs all school administrative operations at the school.
- Supervises all school programs at the school.

SPECIFIC DUTIES:

- Responsible for and supervises school operations consistent with existing contracts, School Law, Board Policies, and Administrative Procedures.
- Responsible for pupil records.
- Responsible for proper maintenance and custodial care of school facility and grounds at the school.
- Responsible for health and safety of pupil and staff (fire drills, disaster plan, etc.).
- Responsible for reporting health and safety hazards.
- Responsible for accounting of monies received and dispersed from school funds.
- Provides leadership in developing, coordinating, implementing, and evaluating school curriculum.
- Provides leadership for staff and pupil morale.
- Develops locational and internal school budgets.
- Serves as liaison between staff, other school personnel and community.
- Assists in recruiting and interviewing prospective teachers.
- Supervises the preparation of all reports originating at the school level.
- Evaluations of instructional and non-instructional staff.
- Maintains fair, reasonable, and consistent discipline.
- Maintains inventory of supplies, equipment, and furniture within the school.
- Participates in workshops, conferences, and parent-teacher meetings.
- Maintains a working relationship with community agencies that deal directly with the school.
- Performs such other duties as assigned.

QUALIFICATIONS:

- Bachelor of Arts/Science and Bachelor of Education, a Bachelor of Education or an Aboriginal Education program diploma.
- Principal's Qualification Program Part 1 and 2 or a plan to complete these qualifications within 2 years.
- Experience in school administration would be an asset.
- Membership in the Ontario College of Teachers.
- Excellent management, planning and organizational skills are required.
- Through knowledge of education systems, structures and funding models.
- Experience in the education of Anishinaabe students/adults.
- Experience in Education Administration would be an asset.
- Valid driver's license.
- Anishinaabe Language Proficiency is an asset. Specify proficiency on resume or cover letter.

Please submit resume and cover letter with a current vulnerable sector check and three professional references. Applications will be accepted until **MONDAY June 17, 2019 at 4:00 p.m.**

PLEASE SUBMIT APPLICATION BY MAIL (marked as confidential), E-MAIL, IN PERSON, OR FAX TO:

Kiizhik Education Corporation
Attention: Rhonda Nash, Finance and Human Resources Manager
1450 Valley Drive
Kenora, ON P9N 3Y4
Telephone: (807) 548-4912 Ex. 112
Fax: (807) 548-5917
e-mail: rnash@bimose.ca

Late applications will be returned. Only those applicants selected for an interview will be contacted.