



**HISHKOONIKUN**  
**Δ d o b Education Authority**

430 RIVERSIDE ROAD/P.O. BOX 227  
KASHECHEWAN, ON P0L 1S0  
TEL: (705) 275-1029/4538  
FAX: (705) 275-4515  
[www.hishkoonikun.firstnationschools.ca](http://www.hishkoonikun.firstnationschools.ca)

**Director of Education Services**

**Summary of Position:** The Director of Education Services is the Chief Administrative Officer of the Hishkoonikun Education Authority (HEA). He/She is responsible for implementing the policies developed and approved by the Board of Directors, and for the overall administration of educational services, and the programs operated by the Authority. He/she will present the views of the Hishkoonikun Education Authority, and will provide liaison between the HEA and the Federal Government and other agencies who interact with the HEA from time to time.

**DUTIES AND RESPONSIBILITIES**

As the Chief of Administrative Officer of the HEA, the Director of Education Services if the Hishkoonikun Education Authority will;

- Ensure the effective management and utilization of approved financial, capital and staff resources of the HEA to meet its short and long range plans, objectives and policies;
- Establish and maintain effective methods of communication, both within the Hishkoonikun Education Authority, and externally;
- Provide advise to the Board Members of the HEA relating to By-Law # 1, By-Law # 2, and other policies and regulations related to the operations of the HEA;
- Initiate and direct the development or revision of policies for approval by the HEA;
- Prepare written reports for the Hishkoonikun Education Authority concerning the affairs and activities of the HEA, and for the information of the Kashechewan First Nation's Chief and Council. He/She will also prepare reports for other agencies and organization when requested;
- Ensure that agenda and reports are circulated to members of the Hishkoonikun Education Authority in an appropriate manner, prior to meeting of the HEA;
- Attend all meetings of the HEA, except those concerned with he/her own contract, and provided advise of the HEA, but will not have a vote; will be an ex-officio member of all committees established by the HEA;
- Will represent the HEA and its views to the Federal Government and any outside agencies who interact with the HEA from time to time;
- Ensure the implementation of approved Human Recourse Policy related to such matters as hiring, staff development, and termination;
- Arrange on the annual basis, or as required, for all staff to undergo a performance review an employee appraisal;

- Direct the development of long and short term planning activities, for approval by the HEA;
- Co-operate to the extent possible, with the Principals, recognizing the role of the Principals as the education leaders in the day to day operations of the schools;
- Ensure the effective maintenance of the HEA facilities, including the staff housing;
- Exercise the leadership regarding facility planning, and the construction, renovation, and maintenance of the school facilities, taking into consideration the population trends and the cultural requirements of the Kashechewan First Nation membership.

## **QUALIFICATIONS**

- Combinations of management and extensive leadership experience in an education setting;
- Expertise and a high degree of proven skill in leadership, general management, but business administration;
- Excellent written and interpersonal communication skills;
- Knowledge and experience in dealing with agencies ie. INAC, Ministry of Education; Governments
- Experience in determining the human and financial recourse of an organization;
- Experience in implementing and interpreting human recourse and policies and regulations;
- Working knowledge of preparing and submitting monthly and annual reports; appreciation and an understanding of the First Nation history, culture, language and goals of the Hishkoonikun Education Authority and the Kashechewan First Nation community or the willingness to learn;
- Ability to communicate in the Cree and English language;
- Must have proposal develop experience;
- A member of the Kashechewan First Nation is a definite asset;
- Must have a computer knowledge and experience in Word and Excel;

Please submit your resume to

Donald Reuben, HR Officer

[donald.reuben@hishkoonikun.ca](mailto:donald.reuben@hishkoonikun.ca)

PO Box 210, Kashechewan, ON POL 1S0

Closing Date: Aug 16, 2023 4:00 PM      Interview Date: Aug 17, 2023

Start Date: Aug 28, 2023

Salary: TBD

Only qualified candidates will be contacted for an interview

The successful candidate will be asked to provide a current Criminal Record Check including a Vulnerable Sector Screening as a condition of employment