



Director of Education
Employment Opportunity
Lennox Island First Nation (Lennox Island, PE)
Application Closing Date: August 20, 2021

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.

Duties:

- Prepare reports for the Lennox Island Band Council and outside agencies as required;
- Oversee Principal and staff at John J. Sark Memorial School;
- Oversee Educational Assistants employed by the Lennox Island First Nation stationed at Hernewood Intermediate and Westisle Composite High Schools who service Lennox Island First Nation students;
- Develop proposals and plan programs for students at John J. Sark Memorial School;
- 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;
- Oversee application process and administration of Post-Secondary Assistance Funding;
- Prepare budgets and financial reports related to the education department;
- Work with professionals in accessing services within the First Nation and/or Province of PEI for Lennox Island First Nation students;
- Advocate for the education system and students in Lennox Island;
- Represent the interests of Lennox Island at the bilateral and tripartite tables

Statement of Qualifications:

- Graduate or undergraduate Degree in Education or undergraduate degree in related field combined with experience working in the education system;
- Experience in a senior management position;
- Experience in preparing budgets is an asset;
- Experience working with schools and school boards;
- Knowledge of curriculum frameworks and underpinning philosophies;
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Excellent demonstrated leadership and communication skills;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment and to effectively work with management, employees, community members and outside agencies;
- 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 and educational verification checks;
- Valid driver's license and reliable transportation and willing to travel

Lennox Island First Nation strives to hire the best qualified candidates available. All things being equal preference will be given to individuals with Indigenous ancestry. Only those selected for an interview will be contacted.

Please submit a resume and cover letter to: corinne.dyment@lennoxisland.com or by mail at:

Corinne Dymont

Band Administrator

Re: Director of Education Search

Lennox Island First Nation

2 Eagle Feather Trail, Lennox Island, PEI C0B 1J0

