



# Lac La Ronge Indian Band

## EMPLOYMENT OPPORTUNITY

### OPEN COMPETITION

Lac La Ronge Indian Band is now accepting applications for the following position based out of the La Ronge Band Office:

### DIRECTOR OF EDUCATION

Under the supervision of the Executive Director, the Director of Education is responsible for the overall operations of the Lac La Ronge Indian Band Education Department, which includes Senator Myles Venne High School and Bell's Point Elementary School in La Ronge, Chief Moses Ratt School in Sucker River, and Sally Ross School in Hall Lake. The position is responsible to provide leadership and supervision for the the K-12 Education, Post-Secondary Education and Daycare Programs.

#### Duties (includes but not limited to):

- Develop the overall Education, Department program budgets, and monitor expenditures;
- Collaborate with staff in preparation of budget submissions for funding students and the operation of programs.
- Determine with principals, program area priorities and implementation of new courses and materials being used in LLRIB Schools;
- Determine with principals, School Committees and Education Board, the school year calendar and present it to Chief and Council for approval.
- Provide leadership, supervision and direction to all department staff;
- Conduct evaluation of the schools, school programs, central office staff, and School Administrators;
- Ensure that, and oversee, the staffing requirements of all the schools and central office are completed;
- Ensure that the legal responsibilities with respect to student safety, insurance, liability of school, etc. are in place.
- Ensure the initiation, review and regular update of the Educational Policies and Procedures Manual and initiate an annual major review of policies.
- Negotiate with Northern Light School Division and other agencies, Tuition agreements and contractual arrangements, as authorized by LLRIB.
- Represent the Band education program at the Grand Council, FSIN Directors and Coordinators level.
- Report in writing accordingly to Chief and Council and Post-Secondary Board on the operation of education system and relay Band Council decisions to the Education Board and Branch staff.
- Act in advisory capacity to Chief and Council, Education Board and School Committees on matters of education philosophy and policy specifically related to the system.
- Serve on informal and formal management committees as assigned by the LLRIB.
- Interpret salary classifications and wage agreements and schedules for education staff and advise administrative personnel as required.
- Assist in the planning of fall orientation in cooperation with the Principals and Professional Development Committee.
- Ensure that job descriptions and contracts are in place for all school staff, in consultation with Human Resources, and School Administrators.
- Develop and implement a Band policy with respect to testing in consultation with appropriate staff members.
- Participates in regularly scheduled staff meetings.

#### Requirements:

- Bachelor of Education Degree and a minimum of a Post Graduate Degree in Education Administration or Master's Degree in Education, Education Administration or a related field of study.
- LEADS member OR be eligible for membership;
- Minimum of five (5) years of educational administration experience at a senior management level;
- Minimum of five (5) years experience in financial budget management, in excess of **10 million dollars**;
- Must have experience in **First Nations** Education;
- Must be able to understand and maintain the Funding and tuition agreements;
- Must have a valid Driver's license.
- Strong interpersonal, organizational, communication, public relations and team work skills.
- Ability to work effectively with School Boards, school personnel, parents, students, and community members.
- Aware of and able to appropriately interpret all applicable laws and regulations for education, policies and practices.
- Maintain confidentiality and integrity showing respect to staff, parents and members of the community.

**Posting Date:**

Oct 24, 2017

**Status:** Permanent full time  
**Deadline for Applications:** Until Suitable Candidate is found

Submit **cover letter** and **resume** including three (3) **work related professional references (excluding Chief & Council)**, one of the reference must be from your current or most recent Employer, to:

Human Resource Office  
Lac La Ronge Indian Band, Box 480  
La Ronge, Saskatchewan, SOJ 1L0

Fax: (306) 425-2170  
E-mail: [hrinfo@llrib.ca](mailto:hrinfo@llrib.ca)

**OR**

Apply through <https://llrib.bamboohr.co.uk/jobs/>.

**In the cover letter, please indicate permission to contact references.**

***LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check and vulnerable sector screening check. Please be advised applications received without the proper documentation may not be considered.***