



Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

OPEN COMPETITION

The Lac La Ronge Indian Band's Education Department is now accepting applications to fill the following full-time position based out of Sally Ross School, Hall Lake:

PRINCIPAL

Sally Ross School (SRS) is a Kindergarten to Grade 12 School with a projected enrollment of approximately 178 students and 24 teaching, paraprofessional and support staff.

The Principal is responsible for the overall administration and operation of the school in a manner consistent with local policies and provincial curriculum guidelines. The Principal, working collaboratively with the Director of Education and the Education Board, manages, coordinates, supervises, and provides superior leadership for all educational and administrative school activities.

The suitable candidate will be able to perform the following duties:

- Responsible for the long range planning, development, leadership and budget control of the operation of the school;
- Provide leadership, guidance and direction to teaching, paraprofessional and support staff;
- Responsible for financial administration of the school including preparing annual budgets and providing regular financial reports;
- Develop and implement long and short range goals and objectives for the school year;
- Ensure school year calendar, term class schedules and the Saskatchewan curriculum are followed;
- Develop and implement a public relations strategy that increases community awareness of the school and its programs;
- Ensure that the school extra curricular programs (sports, recreational or cultural activities) are active and comprehensive;
- Evaluate, monitor and administer SRS staff in accordance with the LLRIB *Personnel Policy Manual*;
- Complete all required reports and records of all transactions/statistics.

The suitable candidate will possess the following qualifications:

- Bachelor of Education degree and Saskatchewan Professional 'A' Certification;
- Master's Degree or Post-Graduate training in Curriculum / Programming / Instruction and/or Administration is preferred;
- 3-5 years school administration experience;
- Previous experience with administration of a First Nation school system is preferred;
- Experience with budget control, school policies, student safety standards and human resource management;
- Familiarity with the Virtues and Circle of Courage projects;
- Familiarity with First Nations Student Success Program;
- Dynamic, outgoing individual with a passion for student success;
- Strong team player with a commitment to work with community members, education board, parents;
- High level of interpersonal skills with an ability to resolve conflicts objectively and with understanding;
- High level of written and oral communication skills;
- Solid work ethic and flexibility when the occasion arises;
- Possess an appreciation for the desires and aspirations of First Nation people and empathy for First Nation children;
- Valid Class 5 Driver's License;
- Must be able to provide a satisfactory Driver's Abstract and Criminal Record Check/Vulnerable Sector Screening;
- Familiarity with Woodland Cree language is a definite asset.

LLRIB offers a comprehensive benefits (pension, extended health and life insurance) package, northern living allowance, housing allowance and relocation allowances, where applicable.

Posting Date: April 20, 2018

Deadline for applications: Until suitable candidate is found

Further information may be had by contacting the Director of Education, Simon Bird, at Phone: (306) 425-4938

Submit **cover letter** and **resume** including three (3) **professional references**, *including one from your last employer*, to the following:

Human Resource Office
Lac La Ronge Indian Band
Box 480
La Ronge, Saskatchewan, S0J 1L0

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: (hrinfo@llrib.ca)
Or apply online at <https://llrib.bamboohr.co.uk/jobs/>

****Note: Your references MUST be people who you reported to and had direct supervisory authority over you****
****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 check. Please be advised applications received without the proper documentation may not be considered.