



## EMPLOYMENT OPPORTUNITY

### OPEN COMPETITION

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

### SUPERINTENDANT OF SCHOOLS

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

- Develop strategic performance metrics and targets that are consistent with LLRIB goals
- Evaluate teaching staff performance and provide feedback, coaching, and formal evaluations
- Provide informal feedback and coaching to staff on an ongoing basis
- In Collaboration with School Principals Implement programs to ensure the safety of students and eliminate issues relating to harassment, bullying, or discrimination.
- Administer disciplinary action in accordance with established procedures.
- Ensure employees have clear goals and are aware of expectations
- Oversee needs assessments, goals, and formulated plans for student improvement, and follow up and provide feedback to staff members
- Conduct monthly reporting.
- In conjunction with Principals, oversee the issuing of standardized tests and inventories to ensure they are being conducted in accordance with published practices, professional standards, and provincial requirements on timely basis.
- Ensures that reports and information as may be requested by the Director of Education are submitted on timely basis.
- Ensure the maintenance of student records for the schools, including a system of financial accounts, personnel records, school population and scholastic records.
- Establish and maintain liaison with other school districts, Education Departments, colleges and universities, and the Ministry of Education.

#### Requirements

- A Bachelor's degree holder preferably Master's in Education, Educational Administration or related field of study.
- Minimum of years of experience as central office administrator; strong elementary and/or secondary school administrator experience;
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- Knowledge and understanding of school board policies, compliance regulations and appropriate legislation.
- Excellent verbal and written communication skills.
- Genuinely committed to helping children learn.
- A broad knowledge of child development and teaching methods.
- Cultural sensitivity.
- Ability to speak Cree language would be an asset.
- Excellent negotiation and mediation skills.
- Ability to recognize individual learning styles and the characteristics of learners.
- Strong working knowledge of Microsoft software, including Word, Excel, etc.
- Valid Class 5 Driver's License.

**Posted:** May 15, 2019      **Deadline for application:** Until Suitable Candidate is Found

**Benefits:** LLRIB offers a comprehensive salary and benefits package such as Years of Service recognitions, Northern allowance, Housing Subsidy, Extended Health Care and Pension plan.

Submit **cover letter** and **resume** including three (3) **work related professional references from supervisors (excluding Chief & Council)**. **One of the references 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: ([hinfo@llrib.ca](mailto:hinfo@llrib.ca))

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

For more information, please call Simon Bird, Education Director at 3063-425-4939.

**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. Telephone interviews will not be granted.***