

## **BIG RIVER FIRST NATION**

Box 519, Debden | Saskatchewan S0J 0S0

Telephone: (306) 724-4700 | Fax: (306) 724-2161



### **The Big River First Nation is searching for an Interim Education Director to join our team.**

Position: The Interim Director of Education works independently and with initiative to lead the Big River First Nation's Education within established policies, procedures, objectives, and priorities. Decision-making is required for the implementation of the Community Education Authorities goals and vision, and for developing educational and cultural programming, policy, and procedures, setting work priorities, and ensuring fiscal accountability, and ensuring efficient workflow.

**Apply by: May 13, 2022**

**Reports to: CEO**

#### **Duties & Responsibilities:**

- Degree in Education or Education Administration
- Experience must include at least two of the following: participation in classroom assessments, review of teaching plans, participation in school assessments, and budget preparation and implementation, and teaching experience.
- Experience preparing financial proposals and working with feasibility analysis procedures.
- Experience with contract development and negotiation methods.
- Strong interpersonal skills and ability to interact professionally with employees, consultants, staff, Boards, and the public; ability to maintain diplomacy in the Community and with outside parties.
- Strong leader and team builder with excellent communication skills
- Any other duties as assigned by the Director of Education.

#### **Knowledge, Skills, & Abilities:**

- Highly motivated to perform work and assignments with attention to detail.
- Ability to communicate effectively.
- Must have strong organizational skills.
- Ability to work independently and as a team player.
- Must be reliable.
- Able to deal with people in a respectful and courteous manner.
- Ability to understand and develop policy.
- Strong computer skills.
- Understanding of the First Nation organizational structure and socioeconomics.

#### **Qualifications:**

- Degree in Education or Education Administration
- Experience with (or at minimum, knowledge about) the delivery of educational programs and service
- requirements for First Nations student learning needs.
- Knowledge of Indigenous educational issues, history, and politics with sensitivity for cross-cultural issues.

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- Ability to maintain Confidentiality
- Must have a Valid Driver's license
- Provide a recent Vulnerable Sector Criminal Reference Check
- Able to work independently or with no supervision
- Good verbal and writing skills

Interested applicants can apply by submitting a resume with references to [hr@brfn.ca](mailto:hr@brfn.ca), by Fax attn: Human Resources to (306) 724-2161. To apply in person, drop off resume and cover letter to the BRFN Band Office (306) 724-4700.

For more information, Please Contact;

Allison Lachance  
Human Resources Manager  
Phone: 306-724-4700 ext. 226  
Email: [hr@brfn.ca](mailto:hr@brfn.ca)