

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 a High School Principal to join our team.

The Principal is responsible for the overall operation of the Big River First Nation's Chief John Keenatch school. The Principal will ensure the pedagogical, educational, and administrative management of the school aligns with our mission, vision, and values, and meets all provincial licencing and curricular requirements. The Principal will also ensure the education programs are inclusive of all students and cultures with a focus on land-based instruction.

Apply by: August 12, 2022

Reports to: Education Director

Duties and Responsibilities:

- Promotes collaboration among colleagues and encourages engagement within the school community.
- Establishes and maintains trusting relationships with members of the school community and effectively communicates Big River First Nation's mission, vision, and values.
- Supervises and supports teaching and administrative staff and all school programs.
- Participates in the identification of needs and organizes professional development and continuing education activities.
- Establishes schedules, organizes replacement staff and supervision.
- Responsible for and supervises school operations consistent with existing policies and procedures.
- Provides leadership in developing, coordinating, implementing, and evaluating school curriculum.
- Responsible for all student records and reporting.
- Supervises the preparation of all reports originating at the school.
- Responsible for accounting of monies received and dispersed from school funds.
- Develops internal school budgets.
- Assists teachers in instruction and supervision of pupils.
- Assists in recruiting and interviewing prospective staff.
- Evaluation of instructional and non-instructional staff, reporting to him/her.
- Provides leadership for staff and pupil morale.
- Participates in workshops, conferences, and parent-teacher meetings.
- Promotes parent and community involvement in the school.
- Responsible for proper maintenance and custodial care of the school facility and grounds.
- Responsible for health and safety of students and staff (fire drills, disaster plan, etc.)
- Defines, maintains, and complies with quality standards for staff and students (including but not limited to safety, respect, and integrity.)
- Maintains inventory of supplies, equipment, and furniture within the school.
- Maintains a working relationship with local school boards and community agencies that deal directly with the school.
- Promotes and markets a positive image of the Education Centre and programs to the community.
- Performs other duties as assigned by the Band Administrator, Education Director and/or Chief and Council.

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Qualifications:

- Bachelor of Arts/Science and Bachelor of Education
- Master of Education preferred
- Experience in school administration
- Thorough knowledge of education systems, structures and funding models
- Vulnerable Sector Check
- Fit for duty policy in effect

Interested applicants can apply by submitting a resume with references to 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. **This position will close on August 12, 2022. Only those selected for an interview will be contacted.**

For more information, Please Contact.

Allison Lachance

Human Resources Manager

Phone: 306-724-4700 ext. 226

Email: hr@brfn.ca