Position: Director of Education and Early Years

Reports To: Band Administrator

Term: 1.0 Full-Time Equivalent (FTE)

Wage: $86,286 to $93,500 *(dependent on qualifications and experience)*

Hours of Work: 35 hours per week

Saugeen First Nation (#29) is seeking an experienced and visionary professional to join our team as the ***Director of Education and Early Years.*** This role will provide leadership, guidance, support, and will oversee an integrated portfolio which includes Education, Early Years, and Language, Library, and Literacy.

Job Description

Reporting to the Band Administrator (BA), the Director of Education and Early Years (the 'Director') is responsible for the development and implementation of the departments strategic planning, work plans and budgets, and shall oversee the day-to-day administration and operations, while actively supporting and collaborating with parents, and caregivers, staff and students and other service providers.

Key Responsibilities

The Director's responsibility is to ensure the highest standards in programming and delivery are maintained while performing duties in the following areas:

- Provide leadership and direction to planning, organizing, implementing, maintaining and evaluating culturally relevant and quality education programs and services. Conduct this in a manner that is respectful of diversity, and in alignment with the culture and traditions of the communities served.

- The Director will co-lead centralization of Early Years operations, collaborate in development of early years programming and curriculum initiatives and will introduce language immersion.

- The Director will partner with internal and external partners to offer tutoring support for students in elementary and high school.

- The Director will ensure there are regular monthly programs are offered that will provide support across a broad demographic that includes: financial literacy,

health literacy, academic upgrading and skills development, and apprenticeship opportunities.

- The Director will develop and oversee introductory staff and community language classes and will partner with internal and external partners to design and host an annual language conference.

- The Director will collaborate with the Education Administrator and identify succession planning opportunities that may be of interest for registered post-secondary students and introduce a shadowing and mentorship program.

- The Director will collaborate with internal and external partners to promote and host resume writing and mock interview events, community career fairs, exploration of academic upgrading and post-secondary satellite site opportunities and formalize pathways with post-secondary institutions for community placement rotations.

- The Director will collaborate with internal and external partners, and will support and monitor student progress, ensuring the availability of academic/personal/social/career counseling, and assist facilitate referrals to social service agencies and programs.

- Responsible for compliance with records retention and destruction, as well, file management.

- Responsible for departmental funder reporting expectations and program deliverables, according to approved work plans, strategies, funding agreements, priorities and timelines.

- Responsible for operational work plans and budget forecasts/monitoring/reviews across the department.

- Prepares funding and grant applications, review the preparation of department and portfolio reports, and responsible for the allocation and use of funds, prepares and submit reports, negotiates with suppliers/contractors/funders and represents Saugeen First Nation with funding partners.

- The Director collaborates with the Education and Library departments and identifies opportunities to promote and enhance education, language, and literacy program activities, develops materials and resources, and prepares and delivers presentations.

- Preparation of program cheque requisitions, correspondence, emails, memo’s, briefing notes, reports, literature, program updates (monthly, quarterly and annual reports).

- Ensures the Band Administrator is kept up-to-date on education programs through the preparation and delivery of monthly reports, or as otherwise required.

Qualifications
Education Requirements

- A university degree, college diploma in a related discipline such as education, language, business, public administration, social services, ***OR***
- An equivalent combination of education, training and experience.

Previous Experience

- 3 or more years of management experience, preferably within a First Nation environment
- Experience in program development and implementation, policy development, financial management and coordination activities
- Experience working with First Nations' communities
- Experience with change-management organizational initiatives; considerable experience working within the context of a First Nation government
- Experience developing, implementing, and evaluating programming related to First Nations culture, heritage, education, and/or language
- Experience providing strategic direction and visionary leadership in a related field
- Knowledge and understanding of language and culture revitalization, and education, as well as experience in one or more of these areas such as language programming, pre-school, k-twelve or post-secondary education.

Knowledge, Abilities, Skills, and Characteristics

- Knowledge of program management principles, practices, techniques and tools.
- Knowledge of the First Nation education challenges and opportunities specific to the community served.
- Knowledgeable of and experience in the effective delivery of educational program and service requirements for First Nations students.
- Knowledgeable of federal and provincial legislations, regulations and programs as they relate to First Nation Education operations and First Nations student learning needs.
- Knowledgeable of relevant Agreements and Program Mandates and is experienced in working with provincial education authorities in area of First Nations students' learning success.

- Knowledgeable of and experience in community development and strategic planning activities.

- Self-motivated, able to multi-task, detailed oriented, work independently, excellent interpersonal and leadership skills, and team oriented.

- Ability to manage workloads, set priorities, meets deadlines, work under pressure and adaptable to change.

- High level of communication skills – including preparation/editing reports for Senior Management Team, First Nation leadership, funders etc.

- Excellent problem-solving skills where problem situations are assessed, identifying the causes, gathering and processing relevant information, generating possible solutions and achieving resolutions.

- Fluency in Ojibway is an asset.

- Ability to provide a Criminal Record Check, including Vulnerable Sector Search and Abuse Registry Check.

- Oversee the development and implementation of staff orientation and onboarding, and annual staff professional development.

- Responsible for compliance with the Occupational Health and Safety Act, to ensure a trauma-informed, safe and welcoming environment.

- Responsible for compliance and adherence to provincial and federal legislation.

Other Requirements

- A valid “G” class driver's license and access to a reliable vehicle.

- Must provide a criminal background check enhanced to include vulnerable persons.

- Availability to respond to emergencies outside regular working hours, and participate in manager-on-call rotation.

- Willingness to take courses and obtain additional certification surrounding the position.

Applications **MUST** include:

- Current cover letter
- Current resume

- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

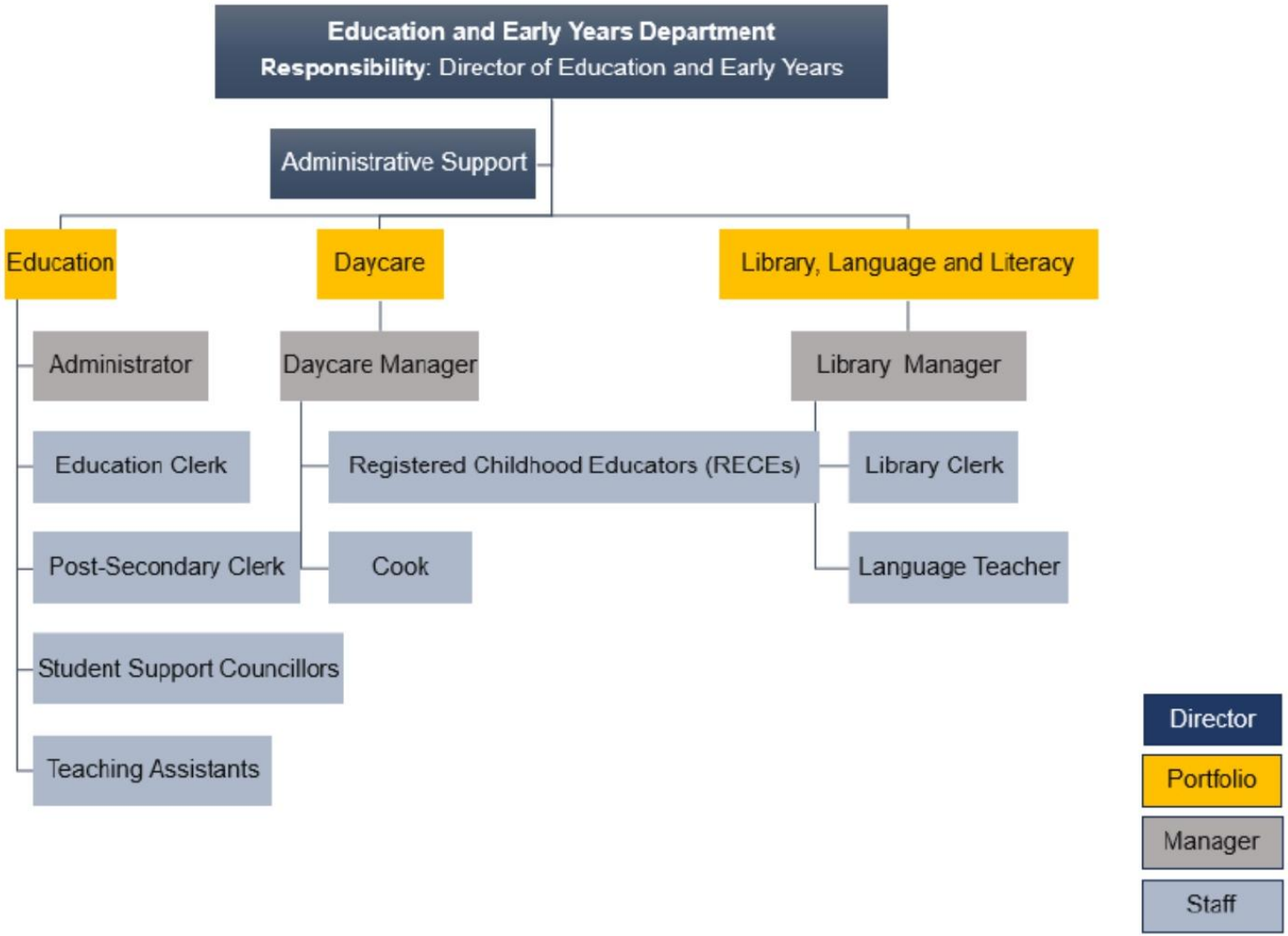
DEADLINE DATE: Friday, June 13th, 2025 @ 4:00 p.m.

(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Qualified Saugeen First Nation members will be given priority

Submission of application:
By e-mail: gerry.glover@saugeen.org
By mail: HR Dept., 6 Cameron Drive, Southampton, ON N0H 2L0


Education and Early Years Department
Responsibility: Director of Education and Early Years
Administrative Support
Education
Daycare
Library, Language and Literacy
Administrator
Daycare Manager
Library Manager
Education Clerk
Registered Childhood Educators (RECEs)
Library Clerk
Post-Secondary Clerk
Cook
Language Teacher
Student Support Councillors
Teaching Assistants
Director
Portfolio
Manager
Staff