

## EDUCATION SERVICES COORDINATOR

The Songhees Nation in Victoria, BC, is recruiting an **Education Services Coordinator (ESC)** to join their team of education professionals. This position reports to and is accountable to the Director of Operations, and is responsible for organizing and managing the administration, support systems and activities that facilitate the effective running of an education services division.

The position is also responsible for directing, supervising, coordinating and evaluating the Education Division's programs and personnel involved in instructional process and procedures, specially funded programs, government projects, pupil personnel services, student assessment, school-community services to youth and research. The ESC manages the implementation of division strategies, and the operations of the work unit, including organization structure, and manages the division's finances and human resources.

For further information about this position or about the Songhees Nation please visit our website at [www.songheesnation.com](http://www.songheesnation.com)

Interested applicants are invited to email their resume and cover letter, including salary expectations, to Lori Fitzgerald [hr@songheesnation.com](mailto:hr@songheesnation.com)

Preference will be given to persons of Aboriginal ancestry.

The closing date for applications is 4:00 P.M. on December 23, 2011.

### KEY ACCOUNTABILITIES:

1. Ensures that the terms and conditions of the Local Education Agreement between the Songhees First Nation and the Greater Victoria School District are being met.
2. Liaises between parents/guardians, students, teachers, private/public schools and consults with counsellors for students enrolled in kindergarten to Grade 12.
3. Executes divisional human resource related initiatives including staff selection, setting strategies and objectives, prioritizing work, ensuring proper training, completing annual performance plans, encouraging employee professional development, discipline, and resolution of labour relations issues.
4. Reviews contracts and agreements with respect to their impact on students and the Songhees First Nation.
5. Promotes a safe work place; ensures that all established safety procedures are followed.
6. Identifies and pursues funding through existing and new funding sources.
7. Contributes to the development of, and administers the annual budget for Education Services and participates in the Nation's annual budget process. Accountable for the fiscal soundness and cost effectiveness of Education Services operations. Monitors and implements appropriate intervention to achieve operational budget targets.
8. Continually monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these. Identifies new trends and possibilities for the provision of exemplary services; evaluates and coordinates long term planning for education services and makes recommendations to the Director of Operations.
9. Prepares, submits and reports on the nominal role and other statistical reports accurately and in a timely manner to ensure that the budget requirements are being met, as required by Indian and Northern Affairs Canada and other stakeholders.
10. Assists in the planning and implementation of policies, standards, procedures, and practices relating to the delivery of education services.
11. Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility.

12. Prepares reports for the Director of Operations as required; carries out special projects as required.
13. Builds and maintains partnerships with potential and existing stakeholders to provide support for new programs and initiatives.
14. Carries out other duties essential to the position as directed by the Director of Operations.

**WORKING ENVIRONMENT:**

- Office;
- Occasional travel to attend meetings or conferences;
- Evening and weekend work as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Degree or Diploma in Education, Adult or Special Education, Education Administration or other related or allied education field, and
- Minimum of 5 years experience in the provision of direct service in community-based education delivery systems; or
- An equivalent combination of education, training and experience;
- Minimum of 5 years experience managing, directing and leading employees, and liaising with various regulatory agencies;
- Experience developing a variety of written reports, proposals, policy and procedures, presentations and other documentation in accordance with organization directives and/or regulatory guidelines;
- Experience in the development, management and control of operating budgets an asset;
- Valid BC driver's license and reliable vehicle.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of current trends, issues, best practices, philosophy and techniques in all facets of First Nation education service;
- Thorough knowledge of relevant legislation, regulations and acts pertaining to the education services delivery environment;
- Working knowledge of the culture, protocol and traditions of Aboriginal people to ensure respect, diplomacy, and tact to honour established and new relationships;
- Working knowledge of the Nominal Roll process as outlined in Indian and Northern Affairs Canada guidelines.
- Advanced critical thinking, organizational and problem solving skills;
- Sound written and verbal communication skills and the ability to discuss education services issues in a language suitable to the audience;
- Sound management skills in a continually evolving environment;
- Ability to research and interpret demographic analyses, trends and other indicators to generate recommendations that will improve service delivery;
- Ability to lead by example, demonstrating leadership, client service attitudes, integrity, creativity and enthusiasm in achieving results directly and through staff work teams.
- Ability to establish and maintain relationships; and collaborate effectively with internal and external stakeholders to develop, manage and evaluate programs/services considering client needs, service delivery interrelationships and service potential;
- Ability to provide leadership and manage staff collaboratively, in a team environment, utilizing effective team-building, communication and management techniques;
- Ability to interpret Chief and Council direction and incorporate into operational policies and procedures;
- Ability to align divisional capacity with the Nation's strategic goals and objectives;
- Ability to delegate responsibility and authority as appropriate;
- Ability to function effectively as part of the management team.

*Positions in the Education Division are considered positions of trust; therefore, a Criminal Record check will be conducted on all proposed employees. Potential employees will also submit a BC driver's abstract and verification of appropriate insurance coverage.*

We thank all applicants for their interest in these positions. Only those selected for further consideration will be contacted.