



## **EMPLOYMENT OPPORTUNITY**

Sturgeon Lake Cree Nation is seeking an individual to fill the full time permanent position of

### **Director of Education**

Under the general direction of the Chief Executive Officer and/or Chief and Council, the Director of Education (DOE) supervises all employees in the Educational Departments. He/she is responsible for the overall direction, coordination, and evaluation of all Sturgeon Lake Cree Nation Education programming including but not limited to the Sturgeon Lake School, Student Transportation, Post-Secondary Program, Student Supports. In carrying out the responsibilities of this position, the Education Director is responsible to ensure that the best interests of the Nation and working on behalf of the Chief and Council, that all activities are carried out in accordance with directions and policies as governed by Chief and Council and or directed by the Chief Administrative Officer.

#### **MAIN DUTIES:**

- To develop and maintain policies with respect to education and training services
- Streamlining the current education and training programs to ensure services are delivered effectively and efficiently
- Keep active in Education and Training opportunities and ensure notification to membership
- Developing monthly, quarterly and yearly workplans for each program for reporting to Chief and Council
- Administering all Education programming under Sturgeon Lake Cree Nation
- Supervision of Education and Training personnel
- Maintaining all Education Program reporting to leadership and stakeholders
- Other related duties as requested by CEO as directed by Leadership
- Recruit, interview and verify educational qualifications for prospective staff members.
- Supervise and discipline faculty and resolve complaints/disputes between faculty members and students.
- Ensure networking of current programs to ensure adequate service delivery
- Identify and track instructional needs of each program
- Development of education framework and planning for the Sturgeon Lake Cree Nation
- Conduct Education departmental/program meetings with attainable goals and objectives
- Development of policy, parent handbooks and ensuring information is readily available
- Participate in institutional planning meetings
- Coordinate accreditation visits, advisory board meetings, events and instructor training.

#### **QUALIFICATIONS**

- Valid Class 5 driver's license and reliable vehicle
- Provide a Clear Criminal Record Check & Clear Child Welfare Check
- Possess Confidentiality and discretion
- Must be able to communicate clearly with staff, parents and community members
- Must have written and verbal communication skills
- Must display proficiency in computers and related technology
- Willing to attend training

#### **KNOWLEDGE AND SKILLS:**

- Education: Minimum-completed Post-Secondary Certification/Credentials in the Education or Human Resource Development Fields.
- Experience: Ability to manage finances, assess and coordinate with education services for First Nations.
- Managerial Skills: Position requires the ability to plan and manage a number of activities or functions and with financial responsibility and direct supervision of staff
- Interpersonal Skills: Position must exercise tact and diplomacy. Position is required to interact with government, industry and the First Nation advocacy and support groups.

**Please submit Cover Letter, Resume and References by**

**September 5, 2024**

**By Mail:** Sturgeon Lake Cree Nation  
Box 757  
Valleyview, Alberta  
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