



KAHNAWAKE EDUCATION CENTER

P.O. BOX 1000
KAHNAWAKE, QUEBEC J0L 1B0
TEL: (450) 632-8770
FAX: (450) 632-8042

EMPLOYMENT OPPORTUNITY

POSITION: Associate Director of Education

LOCATION: Kahnawake Education Center

SALARY RANGE: Starting Salary \$81,018.00 per annum

DURATION: **Full-Time Indeterminate position**
(9-month probationary period)
Tentative start date: February 22, 2021

DESCRIPTION:

- Master's Degree in Education with 5 years of experience as a Principal or Vice-Principal and/or completion of Educational Leadership Certificate.
- Bachelor's Degree in Education with 10 years of experience as a Principal or Vice-Principal and completion of Educational Leadership Certificate.
- Knowledge of the Kahnawà:ke Education System and/or experience in working with First Nations educational systems.
- Complete proficiency in English language.
- Proficiency in Kanien' kéha language and French language is an asset.

DEADLINE: **Friday, January 29, 2021 at 3:00 pm**

REQUIREMENTS: All required documents must be submitted before the deadline for your application to be considered:

- Résumé
- Letter of Intent
- Name and contact info for three (3) recent professional references
- Provide proof of educational requirements (see attached job description for the qualifications)

The Kahnawà:ke Education Center wishes to thank all those who apply. However, **only** qualified candidates with **complete applications** will be contacted for an interview.

PLEASE SEND YOUR APPLICATION AND ALL REQUIRED DOCUMENTS TO:

HUMAN RESOURCES DEPARTMENT
Kahnawà:ke Education Center
P.O. Box 1000
Kahnawà:ke Mohawk Territory
J0L 1B0
Email: cv@kecedu.ca

Job posting and Job Descriptions are also available online at www.kecedu.ca and at the Kahnawà:ke Education Center reception desk. If you would like any additional information regarding this employment opportunity, please do not hesitate to contact the Kahnawà:ke Education Center, Human Resources Department at 450-632-8770.



General Information

Position Title:	Associate Director of Education
Reports To:	Director of Education
Direct Reports:	All Principals, Post-Secondary Counsellor, Post-Secondary Projects Officer
Date:	May 2017

About Kahnawà:ke Education Center

The mission of the Kahnawà:ke Education Center is to provide the children who live in Kahnawà:ke with a solid and well-rounded education laying the foundation for their future careers. The mission of KEC is carried out by the Kahnawà:ke Combined Schools Committee (KCSC) as well as the administrative arm of KEC. The KEC is responsible for the operation and support of three schools in the Kahnawà:ke community and post-secondary administration.

Position Summary

Working with the Director of Education, the Associate Director of Education is responsible for the general supervision and management of the elementary and secondary schools as well as post-secondary services. This includes counselling, registration, administration and liaison with post-secondary institutions.

Key Responsibilities

Responsibility 1: Performance Management and Support (60% 1&2 combined)

- To supervise and provide guidance to the school administration in the growth of their leadership skills and management of the schools.
- To conduct performance appraisals of all direct reports and to support and coach the school administration teams in the performance management of their staff.

Responsibility 2: School Organization and Programs (60% 1&2 combined)

- To supervise and support the organization of the schools (instructional, cultural, linguistic and student services, summer school services).
- To oversee and support school improvement initiatives designed to enhance the culture and curriculum, keeping in mind the retention and increase of student enrollment.
- To provide educational leadership in highly effective pedagogical approaches to learning that promote school improvement and student success.
- To oversee collaborative projects with other organizations and institutions, both internal and external to the community.
- To work with the secondary school team in order to build the program of instruction and the brand of the school as an innovative, culturally and linguistically rich learning environment that supports the growth of the whole student.

Responsibility 3: Post-Secondary Services and Adult Education (30% 3&4 combined)

- To support and supervise the administration of outside school services.
- To advise post-secondary school counsellor(s) regarding academic and sports scholarships.
- To supervise the allocation of funds for students seeking post-secondary schooling outside Kahnawake, including the supervision of scholarships granting, and maintaining of school and scholarship records.
- To liaise with the outside post-secondary institutions and agencies in order to provide the best transitions possible for post-secondary education.

Responsibility 4: Education Partnership and Enhancement Projects for Secondary and Post-Secondary Clients (30% 3&4 combined)

- To seek out innovative projects that would enhance programming and support the KEC strategic plan.
- To collaborate with external institutions in order to incorporate partnerships that will enhance opportunities for post-secondary students within the KEC community.



- To keep abreast of the developments in the Quebec Education Program and new trends in adult and post-secondary education.

Responsibility 5: KEC (10%)

- To support the Director of Education in building an education center responsive to the needs of the schools under its supervision.
- In conjunction with the Director of Education, collaborate with the Curriculum Team Coordinator (CTC) in the development and implementation of a curriculum that meets the needs of the students of the community.
- In conjunction with the Director of Education, collaborate with the CTC in the development and implementation of the evaluation policies and procedures for students based on the actual curriculum being taught.
- In conjunction with the CTC, facilitate the creation and development of a multi-functional learning space, which would encompass a curriculum centre, a maker space, learning commons, etc. to support learning for the stakeholders in the three schools and in the community.
- In conjunction with the Director of Education, collaborate with the Student Services & Family Engagement Coordinator in providing services for students with diverse learning needs.
- Other related tasks as assigned by the Director of Education.

Skill & Competency Requirements

Core Competencies:

The necessary core competencies for this position include:

- Strong leadership, teambuilding, organization and negotiation skills.
- Well-developed interpersonal communication skills and competence in conflict resolution.
- Ability to build and maintain strong relationships with employees, superiors and other stakeholders.
- Ability to collaborate and/or negotiate with educational institutions both in and outside of Kahnawà:ke to service the best interests of the Kahnawà:ke Education System.

Technical Competencies:

Required technical competencies for this position include:

- Expertise in mainstream curriculum standards and development as they are applied to the diverse needs of the Kahnawà:ke Education system.

Education, Knowledge & Experience

- Master's Degree in Education with 5 years of experience as a Principal or Vice-Principal and/or completion of Educational Leadership Certificate.
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