



# Employment Opportunity

## Quw'utsun Syuw'entst Lelum Education Director

Reference No. QSL-ADM-QSLED-0821

**OVERVIEW:** Governed by a Chief and 12 Councillors, Cowichan Tribes is a First Nations Government Organization that serves 5,221 community members, the largest single First Nations band in British Columbia. With 350+ employees and 16 distinct departments providing delegated responsibilities in variety of member services including Children and Families, Education, Health, Housing, Membership and Social Development, Cowichan Tribes is one of the largest employers in the region.

The Quw'utsun Syuw'entst Lelum Education Department promotes the understanding of Cowichan culture and language to both the First Nation and non-First Nation community, and provides educational support to Cowichan Tribes members. The Quw'utsun Syuw'entst Lelum Education Department services also include educational programs for the daycare, elementary school, re-entry program, adult program, and administer nominal roll education funding.

**PURPOSE:** Under the general direction and reporting to the Chief Administrative Officer, the Quw'utsun Syuw'entst Lelum Education Director will be responsible for all necessary financial, program planning, implementation and evaluation, and management skills and techniques required to support in the day-to-day operations of the Cowichan Tribes Quw'utsun Syuw'entst Lelum Education Department.

### **RESPONSIBILITIES:**

#### Strategic Management Duties:

- Provide strategic leadership and oversee the effective and efficient delivery of education programming, initiatives, and services within the Ministry of Education's mandate, Cowichan Tribes policies, and funding agreements outcomes
- Plan and manage the implementation of Education Jurisdiction
- Provide strategic leadership to developing Hul'q'umi'num' Immersion programming
- Develop, implement, and monitor department goals, objectives, and activities of the Quw'utsun Syuw'entst Lelum Education Department Strategic Plan and Operational Plan
- Plan, implement, and evaluate various Quw'utsun Syuw'entst Lelum Education Department programs and services
- Support innovation in both new and ongoing services, while promoting a culture of continuous improvement in all programs and services
- Negotiate Agreements
- Other duties as directed

#### Operational Duties:

- Direct oversight of education programs, early learning, adult learning, and child care related initiatives, including monitoring, data collection, analysis and reporting to ensure contract objectives are met
- Provide direct supervision to 5-7 direct reports, including program managers, principals, and Quw'utsun Syuw'entst Lelum Associate Director
- Foster a practice of cooperative effort and collaborative problem solving around issues relating to improving the education of Cowichan people
- Ensure that the Sulhween Committee and Cowichan Tribes Education Committee are provided timely information required to provide direction to the Quw'utsun Syuw'entst Lelum Education Department
- Ensure program compliance in regards to program outcomes, funding and budgeting requirements, and various internal policies



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- Manage the day-to-day human resources operations within the various programs, including hiring, staff development, performance management, dispute resolution, performance evaluations, and job description development
- Participate with working groups and committees in program and policy development
- Plans and prepares budgets; monitors and controls related costs and expenditures; researches and applies for alternate sources of funding
- Provide succession planning, mentorship and coaching as required
- Other duties as directed

### **REQUIRED EDUCATION AND EXPERIENCE:** *(please attach all corresponding documents)*

- Bachelor level degree in Education is required
- Master's level degree in Education is preferred
- 10 years Senior Management experience in supervising staff and financial management, including budget forecasting
- 5 years' experience in the education field
- Criminal Record Check with vulnerable sector is required

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

- Knowledge of provincial curriculum trends and requirements
- Knowledge of First Nation Education Jurisdiction
- Knowledge of implementing an immersion programs
- Broad knowledge of current Aboriginal Education issues and challenges, First Nations pedagogy
- Demonstrated leadership, teamwork and supervisory skills
- Excellent ability to develop and implement education services policies, procedures and standards
- Well-developed ability to monitor and ensure effective education service delivery
- Well-developed financial management ability to plan, develop, implement and control assigned budgets and expenses
- Effective negotiation skills
- Ability to maintain confidentiality and integrity, while demonstrating respect to staff, parents, students and members of the community
- Knowledge and understanding of Cowichan Tribes culture, Hul'q'umi'num' language, and traditions

*This position has a competitive salary that will be contingent upon experience and qualifications. Cowichan Tribes offers an excellent benefit/pension plan available after successful completion of probationary period.*

**HOW TO APPLY:** Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources by email before the deadline with the Reference Number in the subject line of your email.

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Cowichan Tribes Human Resources Department

**Email:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**Website:** <http://www.cowichantribes.com/employment>

**Deadline: 4:00 p.m. Tuesday September 7, 2021**