

EMPLOYMENT OPPORTUNITY

EXTENDED

DIVISION: SIKSIKA BOARD OF EDUCATION **DEPARTMENT:** SIKSIKA EDUCATON

DATE POSTED: January 27, 2023

DEADLINE: February 9, 2023

PRESCREENING: February 10, 2023

INTERVIEW DATE: February 13, 2023

POSITION TITLE: SUPERINTENDENT OF EDUCATION

SALARY: Based on Salary Grid

FULLTIME: Contract Basis

DUTIES and RESPONSIBILITIES FOR K-12 EDUCATION: Duties include but are not limited to the following:

- Assigns and coordinates K-12 educational personnel, services and resources throughout Siksika Nation in relation to the mission of the organization and the goals and policies of the Siksika Board of Education.
- Establishes procedures to supervise, monitor, and evaluate educational programs and personnel throughout the Siksika Nation schools.
- Assists the Board in organizational planning and developing organizational goals and policies.
- Responsible for overseeing financial management of SBOE'S resources, including annual budgets and financial statements.
- Responsible to ensure the performance appraisal is completed for all teaching, management and administrative staff on an annual basis.
- Responsible to develop and advise the Board regarding strategic planning initiatives, to implement the strategic plan approved by the Board and to report to the Board on a regular basis, or as otherwise determined by the Board in its sole discretion, regarding the progress of the strategic plan.
- Coordinates and integrates the education programs, fiscal and human resources of the SBOE, within the physical facilities of the Siksika Nation.
- Advises the Board on matters arising in all areas of SBOE jurisdiction.
- Provides leadership in the implementation of new curriculum and or/curriculum development modifications.
- Facilitates the proper functioning of SBOE meetings and facilitates the development, implementation and assessment of SBOE policies.
- Facilitates the achievement of SBOE's educational goals and objectives.
- Liaises with employee groups. Community agencies, other First Nations and Provincial school jurisdictions, educational organizations and ISC when appropriate and as assigned by the Board.

MINIMUM QUALIFICATIONS:

Must have a Masters of Education Degree (Leadership Administration)

Must have a minimum of five (5) years of experience in the field of educational administration

Must have strong communication skills and public relation skills

Must possess a Professional Teaching Certificate that is accepted by Alberta Education

OTHER FACTORS:

Ability to understand and speak Siksika is a asset

Be familiar with administration issues in native education and education as a whole.

Must have a Criminal and Children's service check prior to interview

PLEASE SUBMIT RESUMES TO THE SIKSIKA BOARD OF EDUCATION

Call or email to Roberta Olds, Human Resource Coordinator @ oldsr@siksikaboardofeducation.com

(403) 734-4028 FOR MORE INFORMATION

PO Box 1099 Siksika, Alberta T0J 3W0

after pre-screening only successful applicants will be contacted for interviews