

This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.

POSITION TITLE: *Education Manager*

DATE: September 2021 **PROGRAM:** Education

REPORTING TO: *Senior Administrative Officer*

OVERVIEW

Akisq̓huk First Nation ("AFN") is a member Community of the Ktunaxa Nation. The AFN Administration exists for the Community and is comprised of different departments unified by our Vision, Mission, and Values. As a team, the AFN departments work together to achieve our goals and objectives as set out in our long- and short-term strategic plans. We continue to progress and move our community forward towards our Vision.

The broad areas of the Departmental responsibilities include Finance (Financial Administrative Law, accounts payable/receivable, payroll, reporting, annual audit, etc.); economic governance and economic development, including but not limited to own-source revenue, taxation, investment, and business development, including programs and services to promote successful member entrepreneurship.

ʔakisq̓huk First Nation Vision Statement

Strong, healthy citizens and communities speaking our Languages and celebrating who we are and our history in our ancestral homelands, working together, managing our lands and resources as a self-sufficient, self-governing Nation.

ʔakisq̓huk First Nation Mission Statement

Through sound, responsible leadership, we will promote the well-being and economic self-reliance of our people by encouraging and fostering education and sustainable employment.

ʔakisq̓nuk Values

The natural spirit of the land: Our land is the most important gift we borrow from the future

Our culture and language: AFN cherishes a unique culture and language that is at the heart of all community discussions.

Family: family is the most important social unit within our community, therefore, we stand together to support our families

Position Summary

Perform all duties and responsibilities in accordance with the Akisq̓nuk First Nation policies, standards, and procedures, and as directed by the Senior Administrative Officer.

Maintain confidentiality on all matters relating to the affairs of the Akisq̓nuk First Nation.

Duties and Responsibilities

- Develop and amend, as appropriate, in consultation with the Senior Administrative Officer and AFN Community members, an annual and a long-term Education Plan for the Akisq̓nuk First Nation.
- Develop, in consultation with the Senior Administrative Officer, individual Education Program plans, goals and objectives.
- Coordinate and administer the Akisq̓nuk First Nation Education Plan and individual Education Program plans, as approved.
- Assist in the development of position description and in the recruitment and selection of program employees.
- Administer the Akisq̓nuk First Nation Post-Secondary Education Program, to include:
 - posting of notice of applications assisting students in completing applications
 - processing applications
 - administering contracts with students approved for post-secondary
 - financial support informing students of Akisq̓nuk First Nation expectations
 - policy and support
 - preparing of sponsorship letters to Post-Secondary Schools for tuition

- making referrals to other financial institutions or First Nations funding sources
- Refer students in need of academic and personal counselling.
- General Education Administration
 - Administer and record allowances for books and supplies to Akisqnuq First Nation students enrolled in Public Elementary and Secondary School.
- Develop and administer a Preschool, Elementary, Secondary and Post-Secondary student Registration Program.
- Monitor the academic and extra curricular performance of Akisqnuq First Nation public education and post-secondary students
- Develop and maintain confidential and individual student files.
- Maintain records of all Education programs, services, and funding.
- Prepare and present regular written Program Reports to the Senior Administrative Officer and Chief and Council.
- Organize and coordinate an annual student recognition awards ceremony to include Akisqnuq First Nation School students, elementary, and secondary public-school students, and post-secondary students.

Position Qualifications

- Bachelor's degree an asset
- At least two years' experience of working in the education field.
- Good written and verbal communication skills.
- Good analytical and problem-solving skills.
- Good leadership and organisational skills.
- An interest in education.
- Effective people management skills.
- Able to work under pressure and remain calm in stressful situations.

CRITICAL SUCCESS FACTORS

The core of our business is serving the AFN Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should understand AFN and/or the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, being from AFN or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and immerse themselves in the culture to gain a greater understanding.