



Kiizhik
EDUCATION
CORPORATION

SCHOOL:
1450 Valley Drive
Kenora, ON P9N 3Y4
Phone: (807) 548-4912
Fax: (807) 548-5917
Email: careers@kiizhik.ca

CENTRAL OFFICE:
Niisaachewan Anishinaabe Nation
P.O. Box 1200
Kenora, ON P9N 3X7
Phone: (807) 468-5551
Fax: (807) 468-3908

Employment Opportunity **- Principal -**

SUMMARY:

The Principal is responsible for the overall operation of our Urban First Nation School. They will ensure that the students who attend have programming and support that meet their own unique educational, emotional, social, cultural, and physical needs. The Principal will also ensure the school meets all provincial licensing and curricular requirements.

DUTIES:

- Provides leadership for instructional and non-instructional personnel at the school.
- Responsible for and supervises school operations consistent with existing contracts, School Law, Board Policies, and Administrative Procedures.
- Responsible for pupil records.
- Ensures proper maintenance and custodial care of school facility and grounds at the school.
- Responsible for health and safety of pupil and staff (fire drills, disaster plan, etc.)
- Developing, coordinating, implementing, and evaluating school curriculum.
- Provides leadership for staff and pupil morale.
- Serves as liaison between staff, other school personnel and community.
- Supervises the preparation of all reports originating at the school level.
- Conducts evaluations of instructional and non-instructional staff.
- Maintains fair, reasonable, and consistent discipline.
- Maintains inventory of supplies, equipment, and furniture within the school.
- Participates in workshops, conferences, and parent-teacher meetings.
- Maintains a working relationship with community agencies that deal directly with the school.
- Performs such other duties as assigned.

QUALIFICATIONS:

- Bachelor of Arts/Science and Bachelor of Education, a Bachelor of Education or an Aboriginal Education program diploma.
- Principal's Qualification Program Part 1 and 2 or a plan to complete these qualifications within 2 years.
- Experience in school administration would be an asset.
- Membership in the Ontario College of Teachers.
- Excellent management, planning and organizational skills are required.
- Through knowledge of education systems, structures and funding models.
- Experience in Education Administration would be an asset.
- Valid driver's license.
- Anishinaabe Language Proficiency is an asset.

Please submit resume and cover letter with a current vulnerable sector check and three professional references. Applications will be accepted until **Friday, March 17, 2023 at 4:00 p.m.**

PLEASE SUBMIT APPLICATION BY E-MAIL, ONLINE, OR FAX TO:

**Bimose Tribal Council
c/o Kiizhik Education Corporation
Attention: Human Resources Manager
598 Lakeview Drive
Kenora, ON P9N 3P7**

www.kiizhik.ca - Fax: (807) 468-3908 - e-mail: sricklefs@bimose.ca

Only those applicants selected for an interview will be contacted.