

Job Title: Assistant Director of Education

Location: Anishinaabeg of Naongashiing

Reports To: Director of Education

About Anishinaabeg of Naongashiing

Anishinaabeg of Naongashiing is a vibrant First Nations community located on Lake of the Woods, Ontario. We are committed to the well-being and self-determination of our members.

We are searching for a dedicated and knowledgeable Assistant Director of Education to join our team. The Education Director Assistants' responsibilities will include assisting in the development and implementation of Anishinaabeg of Naongashiing education policies and agreements, maintaining student information and data and ensuring that all educational programs run smoothly and effectively.

The successful candidate will work with AON students at all levels of education, and will work at applying for programs and resources as needed.

Duties and Responsibilities

- Assisting in the development and implementation of educational policies and procedures
- Maintaining, organizing and filing student records
- Collaborating with the Director of Education in budget preparation and financial management
- Ensuring that all educational initiatives, programs and activities run smoothly and effectively:
 - Lunch programs, attendance reports, student allowance
- Assist the Director of Education in the development and implementation of educational strategies and plans

Qualifications:

- Experience working in an educational role
- Demonstrate ability to maintain confidentiality
- Ability to work independently, while also being a team player
- Organization skills and ability to plan and meet deadlines
- Excellent interpersonal skills, as well as verbal and written communication skills
- Knowledge of educational policies and procedures
- Experience with budget management and resource allocation
- Provide and pass criminal record check/vulnerable persons sector check
- Knowledge of community, culture, and traditions is an asset
- Ability to Speak Anishinaabemowin is an asset
- Valid driver's license and ability to travel.
- A degree in Education or a related field

Salary Range- \$25 to \$35 per hour

To Apply:

- Interested candidates are invited to submit their resume and cover letter to David Paul Human Resources at davepaul@naongashiing.ca – Open Until Filled