



Sheshegwaning First Nation

1079 A Sheshegwaning Road, Sheshegwaning, ON P0P 1X0
PHONE: (705) 283-3292 FAX: (705) 283-3481



Employment Opportunity **Principal Full Time Position**

The Sheshegwaning First Nation is seeking a reliable and trustworthy Principal to join our excellent school, will be tasked with reviewing budgets and school policies, organize school events and community initiatives, updating student records handling disciplinary issues, and recruiting new staff. You should make valid contributions to the improvement of the school and be a stellar example for both staff and students.

The incumbent reports to the Sheshegwaning First Nation Director of Education.

Qualifications:

- University Degree or College Degree Principal Level 1 and 2.
- Knowledge of First Nation needs and goals in the education of First Nation people and education delivery.
- Knowledge of current First Nations' position on education and training issues at community regional and national levels as it pertains to education and training programs.
- Excellent verbal, written and interpersonal communication skills.
- Proven supervisory skills.
- Ability to manage programs within a limited budget.
- To speak Anishinaabemowin would be an asset.
- Proven computer skills in Microsoft Office Word, Excel and Outlook.

Duties and Responsibilities:

- Consult and work with other departments along with Director of Education for the harmonious advancement of our students.
- Work with Director of Education to review budgets, school policies and rules and regulations to maintain a positive relationship with the Education Committee and Chief and Council.
- Attending and participating in meetings with Staff, Parents and other officials.
- In cooperation with teaching and support staff and administration, work with Director of Education to review departmental needs within the constraints of departmental financial constraints.
- Help to arrange professional development for school personnel.
- Establish rapport and maintain relationships with parents, staff and students.
- Sitting in on disciplinary hearings and providing advice for at-risk students.
- Updating student and school records
- Remaining active and visible on field trips during school functions.
- Addressing concerns raised by students, staff and parents.
- Supervise teachers on a day-to-day basis including performance reviews and setting annual goals and objectives.
- Monitor the attendance and progress of the students who are being transported to other communities to be educated.

Interested applicants should submit their resume along with a CPIC, cover letter and three references no later than:

August 15th or until position filled.

marked confidential to the attention of:

Heather Wilson, Director of Education
Sheshegwaning First Nation
1079A Sheshegwaning Road
Sheshegwaning, ON P0P 1X0

Preferences will be given to qualified members of Sheshegwaning First Nation.

Salary will be based on qualifications and experience; we are an OTPP designated employer. Position is subject to 3-6 months probationary reviews. We thank all applications for their interest; however, only those selected for an interview will be contacted.