

CHAMPAGNE and AISHIHIK FIRST NATIONS

<u>Identification:</u>	Education Manager
<u>Department:</u>	Education
<u>Supervisor:</u>	Director of Education
<u>Date:</u>	October 23, 2023
<u>Wage Level:</u>	9
<u>Status:</u>	Regular Full-Time

A. **Job Summary:**

Reporting to the Director of Education, this position is responsible for overseeing the the Primary and Secondary Educational Support programming and oversees the rural nutrition programs and staff for St. Elias Community School and Takhini River Subdivision, ensuring that both staff and students are supported to achieve their overall program and learning objectives.

B. **Main Duties:**

1. Provides program support to the Director and staff by:
 - Collaborating with the Director of Education and Education Support Workers to establish an annual set of programs to support primary and secondary students in the Yukon, which will positively impact attendance, engagement and academic performance;
 - Establishing performance indicators for all programs and identifying the data required and means to capture the data;
 - Collaborating with other departments in CAFN, especially Youth programming, Child and Family Services, and Language and Culture, to identify opportunities to connect programming, resulting in decreased overall costs and increased impact to CAFN youth;
 - Working with the Employment and Training Officer and the Post-Secondary Education Officer to ensure CAFN Youth are aware of career and post-secondary pathways early in their educational experiences;
 - Providing “wrap around services” for citizens and staff by working with spirit builders, case managers and other departments and staff;
 - Overseeing all financial and administrative aspects of the program, including annual work plans, staff performance and goal setting, staff training and financial budgets;
 - Developing funding requests to access additional sources of revenue to support the ongoing programming and other resources required;
 - Ensuring program resources are in place when required (people, material, space etc.)
2. Provides leadership and support to the team by:
 - Directing and supervising the day-to-day provisions of staff and program services to achieve its objectives;
 - Working with Education Support Workers to streamline and simplify their roles to ensure they are focusing on the areas that make the greatest impact to students;
 - Coaching, mentoring, and supporting staff when they are working with challenging student/parent/Yukon Government situations;

- Planning, developing and implementing strategies, allocating, evaluating and coordinating work projects for staff;
 - Identifying training and development needs and resolving day-to-day issues; and
 - Managing staff performance including completion of Employee Performance Evaluations.
3. Oversees the rural nutrition program and staff for St. Elias Community School and Takhini River Subdivision by:
- Directing and supervising the day-to-day provision of staff and program services to achieve its objectives;
 - Identifying training and development needs and resolving day-to-day issues;
 - Coordinating funding, programming requirements, and reporting with the Yukon First Nation Education Directorate (YFNED);
 - Liaising with school staff, CAFN staff, nutritionists, and other school food program teams, to ensure the program design is effective, sustainable and delivering nutritious meals to students daily;
 - Supporting cooks to coordinate and purchase food orders for the program; and
 - Managing staff performance including completion of Employee Performance Evaluations.
4. Performs other duties such as:
- Responding to inquiries from citizens, staff, or leadership;
 - Performing special projects in support of the Director and ensuring that research or background information is provided to the Director as requested;
 - Participating in various Department of Education meetings and activities, and attending courses, workshops, training as requested;
 - Participating and representing the Department on relevant boards and committees as required;
 - Attending Management Committee (MC), Executive Council as a Whole (ECW), and Chief and Council (CC) meetings as requested, as well as the General Assembly upon request;
 - Working harmoniously with the Human Resources department on all staff matters;
 - Acting as the Director of Education when required.

5. **Job Knowledge and Skills**

Education and Experience:

Grade 12 with at least 1 year of post-secondary and/or training in the education field, along with at least 1 year experience in a supervisory position. Experience managing human and financial resources is required. An equivalent combination of education, training and/or experience will be considered.

Job Knowledge:

- Knowledge of CAFN history, culture, demographics, goals and aspirations
- In depth knowledge of the Yukon public education system
- Knowledge of language revitalization and adult education principles
- Knowledge of relevant territorial legislation, policies and procedures
- Knowledge of CAFN final Land Claims Agreements and related agreements

Management Skills:

- Ability to organize, coordinate and schedule tasks to meet critical deadlines
- Ability to make decisions and solve problems
- Ability to motivate, mentor, supervise and evaluate staff
- Ability to assess and evaluate procedures and policies to meet department goals and objectives

Specific Skills:

- Ability to use a computer and various software programs, including Microsoft Office;
- Ability to advocate for youth and identify alternate resolution options to challenging situations
- Ability to create safe work and learning spaces that acknowledge past trauma and support the inclusion of cultural programming
- Ability to role model the importance of lifelong learning
- Ability to understand and work within bureaucratic systems
- Ability to receive feedback and guidance from Elders and other community members

Interpersonal Skills:

- Possess excellent written and verbal communication skills, including presentation skills, while maintaining confidentiality
- Ability to enforce policy with tact and diplomacy
- Ability to work in a team environment
- Ability to gain cooperation of others in resolving problems
- Conflict resolution and problem-solving skills

6. Decision Making:

Goals, objectives, and long-term priorities for this position are established by the Director of Education. The incumbent is expected to work independently in determining how those goals, objectives, and priorities will be met and in developing and maintaining contacts with appropriate organizations and individuals.

The incumbent is expected to work independently to ensure that the objectives of their programs are achieved. They are often required to be creative and innovative when solving problems, and to find ways to incorporate traditional concepts and/or philosophies into the problem-solving approach and resolution.

The nature of problems to be solved by the incumbent range from straight forward to complex issues with no precedence for guidance.

7. Impact/Accountability:

This position oversees programs that have high impact on social well-being of CAFN citizens and the community as a whole.

The Educational Support program directly impacts the future success of the children. If children can develop a love of learning and understand how to gain and apply knowledge throughout their lifetime, they are on the path to self-sufficiency.

Appropriate staff supervision impacts on timely outputs, effectiveness, and the nurturing of a positive student-centred culture.

8. Positions Supervised:

- Education Support Worker (Haines Junction)
- Education Support Worker (Whitehorse primary)
- Education Support Worker (Whitehorse secondary)
- Rural nutrition program cooks (3 positions and auxiliary on-call, Haines Junction)
- Rural nutrition program cook (Takhini River Subdivision)

9. Working Conditions:

This position works in a normal office environment. There is some overtime required during critical periods such as during the beginning and end of the school year. Working evenings and weekends may be required to meet critical deadlines.

It may be stressful responding to parent and student issues and working with Yukon Government Department of Education staff when working on resolving situations. The incumbent will occasionally deal with emotional or upset individuals. Conflict resolution skills are imperative.

This position will be based in the CAFN Haines Junction office, but the incumbent is expected to travel to CAFN schools in both Whitehorse and Haines Junction as required. Trips to Whitehorse are one to two days in duration and can occur on a weekly basis.

10. Conditions of Employment

- A valid Yukon Class 5 driver's license
- Clear Criminal Records Check and Vulnerable Sector Check
- Valid First Aid Certificate or willing to obtain
- Willingness to work evenings and/or weekends, as required
- Willing and able to travel to other CAFN communities
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Director of Human Resources

Date

Director of Education

Date

Employee

Date