

## NORTHERN NISHNAWBE EDUCATION COUNCIL



### EMPLOYMENT OPPORTUNITY

NNEC is a non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post-secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre and has offices in Lac Seul (head office), Sioux Lookout and Thunder Bay. NNEC welcomes applications for the following position:

### DIRECTOR OF EDUCATION Sioux Lookout or Thunder Bay

#### GENERAL:

Under the authority and general direction of the Executive Director, the Director of Education manages the NNEC Education Program by providing educational leadership and direction to staff by ensuring the effective operation of NNEC schools. The Director of Education works with Principals and school administration at Wahsa Distance Education Centre, Pelican Falls First Nations High School and Dennis Franklin Cromarty High School on planning, implementation and evaluation of programs and services. The Director of Education is an individual with excellent leadership, planning, coordination and management skills, effective supervisory, assessment, organizational and communications abilities and the knowledge to manage and grow a modern First Nations education system.

#### RESPONSIBILITIES:

- Under the direction of NNEC senior management, work with school administration on the assessment of school and program needs;
- Facilitate the development of effective school guidelines, procedures and policies which are to be reviewed annually;
- Curriculum and Program Development: Design, implement, and evaluate educational programs and curricula to meet academic standards and institutional objectives;
- Staff Leadership and Development: Recruit, train, and supervise teaching and administrative staff, providing professional development and performance evaluations in accordance with NNEC policies;
- Ensure performance expectations, roles and responsibilities are clear;
- Student Outcomes and Assessment: Monitor student progress, analyze performance data, and implement strategies to improve learning outcomes;
- Policy and Compliance: Ensure all programs comply with relevant NNEC, provincial, federal and related accreditation standards;
- Budget and Resource Management: Develop and manage budgets for educational programs, allocate resources efficiently, and oversee financial accountability;
- Undertake financial planning, provide oversight, budget development, monitoring, adjustment and reporting on education programming and funding;

- Community and Stakeholder Engagement: Serve as a liaison with parents, community organizations, educational partners, and governing bodies to support educational initiatives;
- Innovation and Technology Integration: Implement new teaching methodologies and educational technologies to enhance learning experiences;
- Negotiate education agreements with Provincial School Boards and First Nation and Tribal Council Education Authorities;
- Liaise with Indigenous Services Canada, Ministry of Education, First Nations' leaders and organizations;
- Implement resolutions from the NNEC Board of Directors and Sioux Lookout Areas Chiefs as directed by senior management;
- Provide clear reporting and transparency;
- Ensure effective communication with staff, board members, parents, community leaders, First Nations organizations and other relevant stakeholders;
- Ensures that the school programs meet student academic needs, provincial requirements and parental expectations, while promoting First Nations languages, culture and values. ensures effective management of school resources;
- Review student attendance, progress and retention;
- Ensures the schools are safe, healthy, welcoming, attractive, and stimulating for students and staff;
- Provide reports on ongoing operations and make recommendations to Senior management to enhance school programs;
- Hold regular principal management team meetings to provide program updates, review operations, celebrate successes, plan new initiatives, discuss issues and resolve concerns;
- Ensure the development and achievement of annual school plans;
- Lead and support high-performing school administrative teams;
- Foster a culture of collaboration, trust, and continuous improvement;
- Provide effective oversight of human resources and organizational development;
- Other duties as required.

#### **QUALIFICATIONS:**

- A Bachelor of Education Degree
- A Master's Degree in Education and/or Principal Qualifications
- Must be a member of the Ontario College of Teachers
- 5 years + teaching experience
- 5 years + Principal or Director of Education experience
- Extensive leadership experience within a large and complex educational organization
- Demonstrated success in a senior leadership role
- Strong understanding of Ontario education legislation, policy, and governance
- Strong understanding of First Nations Education, policy and funding
- Proven experience in strategic planning, fiscal management, and system leadership
- Deep commitment to equity, inclusion, and student well-being
- Exceptional communication, collaboration, and relationship-building skills
- Experience leading system-wide improvement initiatives

- Success in fostering strong and effective teams
- Excellent written and oral communications skills and full computer competency including word processing (Microsoft Word), spreadsheet, database programs, the Internet and e-mail
- Familiarity with customs, culture, history and education priorities of people of the Sioux Lookout District
- Ability to speak a District First Nations language an asset

**SALARY:** \$152,880-\$188,023 level commensurate with education and experience

All staff are compensated 13 weeks of vacation either with vacation days, monetary compensation or a combination of both.

\*\*NNEC thanks all applicants in advance; however, only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This advertisement is to fill an existing vacancy and will remain open until filled.

Please submit your cover letter, resume and three references (with written permission for NNEC to contact) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to [humanresources@nec.on.ca](mailto:humanresources@nec.on.ca). Please visit [www.nec.on.ca](http://www.nec.on.ca) for more career opportunities.

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