

## JOB DESCRIPTION

**Position Title:** Educational Department Supervisor  
**Department:** Education

**Job Status:** Permanent  
**Reports To:** Chief Administrative Officer (CAO)

### Position Summary

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The Education Department Supervisor manages the education department's operations, staff, and programs ensuring compliance with educational standards and enhancing student success. This position is responsible for budget management, grant writing and fostering partnerships to support and improve educational services.

### Duties and Responsibilities

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Under the supervision of the Chief Administrative Officer (CAO), the duties and responsibilities of the Education Department Supervisor include, but are not limited to, the following:

#### Supervision and Staff Development

- Leads, mentors, and guides all staff within the Education Department to foster growth and development within the Nation;

#### Program Coordination

- Supervises and supports the Nation's instructional and student services, including summer school services;
- Oversees and supports school improvement initiatives to enhance the culture and curriculum, focusing on retaining and increasing student enrollment;
- Provides educational leadership in effective pedagogical approaches that enhance student success;
- Works with schools to support Special Needs students, coordinating with health departments for regular appointments on the island;
- Education Department Supervisor oversees and supports the Funding Assistant in coordinating funding for Klahoose First Nation members. They will liaise between the Cortes Island School and Klahoose First Nation.
- Liaises with youth workers to encourage dialogue and promote attendance; and
- Audits student attendance and follows up with families to encourage consistent school participation.
- Supervises the KFN's Social Assistance and Employment program

#### Post-Secondary, Social Assistance and Development

- Supports and supervises the administration of outside school services;
- Advises post-secondary school counselors regarding academic and sports scholarships;
- Supervises the allocation of funds for students pursuing post-secondary education, including scholarships, and maintains related records;
- Works with students and families to understand the Nation's post-secondary education policy and enrollment requirements;
- Coordinates conditional transcripts for students;
- Liaises with post-secondary institutions and agencies to facilitate smooth transitions for students.

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- Implements Training and development programs for the First Nation; and
- Supervises and supports KFN Social Assistance and Development Program

### **Cultural and Language Education:**

- Ensures that Klahoose Culture and Language are taught in schools and community and is a core component of all education and social development programs

### **Partnership Development and Collaboration**

- Seeks out innovative projects that align with the Nation's strategic plan and enhance programming;
- Fosters partnerships for program delivery with external agencies and organizations such as Indigenous Service Canada, Island Health, and First Nations Education Steering Committee (FNESC); and
- Liaises with municipal, provincial, and federal levels of government regarding educational and Social Development opportunities.

### **Financial Management and Reporting**

- Responsible for budgeting and financial management, including grant writing for program funding and reporting;
- Ensures compliance with funding agencies and program guidelines;
- Develops templates to maintain accurate records of education programs;
- Ensures preparation of sponsor letters and monthly reports, including budget status, for the Education and Social Assistance Departments; and compiles quarterly and annual Band General reports.

### **Other**

- Other duties as assigned.

### **Minimum Requirements**

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- Bachelor's Degree in Education or a related field with demonstrated leadership skills,
- Knowledge of Education Systems, preferably BC, and/or experience working with First Nations educational systems;
- Working knowledge of BC Childcare regulations and education framework;
- Extensive experience in First Nations Government, preferably in an educational capacity;
- Demonstrated success in navigating multiple levels of government and other agencies;
- Strong understanding of First Nations traditions, culture, and history;

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### Attributes

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- Ability to connect with children and youth of all ages;
- Effective interpersonal and organizational skills;
- Ability to handle confidential information with tact and discretion;
- Intermediate skills in using computerized software such as Microsoft Office Suite; and
- Extensive teaching experience is considered an asset.

### Working Conditions

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- Work normal business hours but may be required to do some work in the evenings or outside normal working hours;
- Able to work on a computer for long periods of time;
- Required to work in a busy, open area office which may result in constant interruptions;
- Required to spend long hours concentrating which will require attention to detail and high levels of accuracy; and

Submit all applications to [cao@klahoose.org](mailto:cao@klahoose.org) or hand deliver to the Klahoose Multi Purpose Building.