

# Principal of St'uxwte'ws Education Centre

## Position Responsibilities

Reporting to the Director of Education, the Principal of St'uxwte'ws Education Centre (SEC) holds strategic and operational responsibility for the Bonaparte (St'uxwte'ws) First Nation's (BFN) Education portfolio. The Principal is responsible for planning, developing, managing, and maintaining programs that address the community's diverse needs. This includes respecting cultural values, promoting social inclusion, and empowering individuals and families to thrive.

Guided by the BFN's strategic plan and in collaboration with the Education Director, the Principal will help shape the department's strategic direction. The role requires strong partnerships with internal teams and external partners to ensure the Nation's vision, values, and ideals are accurately reflected in all initiatives. The Principal also provides the SEC staff leadership, management, and supervision.

The anticipated salary range for this role is between \$90,000.00 - \$135,000.00 (with opportunity for growth up to \$160,000 with success in the role). This role requires occasional travel as required

### *Strategic Leadership*

The Principal collaborates with the Education Director, to develop the strategic and operational plans for the Education and Training department in alignment with the organization-wide objectives:

- Participate in strategic planning initiatives with the Directors and Managers
- Develop and implement the Post-Secondary Education and Training strategic and operational plan using a workplan model (showing key milestones, goals, and budgets)
- Integrate the BFN/SEC values, history, and traditional knowledge into all aspects of programming, student interaction, and educational planning to support connection to the community and culture
- Monitor progress of the Education and Training strategy and plan, and recommend strategies to mitigate risks and address issues so that work is completed within approved timelines with intended benefits
- Ensure that developing and delivering high-quality services and outcomes are consistent with the mission, principles, values, policies, and procedures. Ensure that programs and services focus on the holistic well-being of all community members
- Recommend and lead new initiatives in alignment with current trends in the field and the BFN/SEC Nation Council's vision to provide a life of quality, well-being, caring, and healing for all
- Participate actively in applicable education committees to align educational initiatives and represent the BFN/SEC educational objectives
- Participate as an organizational representative in collaborative partner networks and related community, social, and economic development activities

Provide analyses, recommendations, and/or reporting to the Council Portfolio on Education, and the Education Director, collaborate with the development of the strategic and operational plan for BFN Council and BSLP for the Education and Training department in alignment with the organization-wide objectives:

### *Functions*

- Establishing and promoting high standards and expectations for all students and staff for academic performance and behaviour.
- Managing, evaluating, and implementing effective and clear procedures for the school's operation and functioning, consistent with the community's culture.
- Supervising staff.
- Establish procedures for selecting and evaluating instructional materials, curriculum, and equipment. Ensure the content is relevant to St'uxwte'ws.
- Establishing professional rapport and building respect, displaying a very high level of professionalism and ethics.
- Keeping Council Portfolio holders advised of pertinent issues.
- Maintaining required records and ensuring privacy and security of records.
- Completing other duties as assigned within the same scope and job level.

### **Required Skills and Abilities:**

- Excellent organizational and time management skills.
- Creative, adventurous and strong leadership skills.
- Commitment to high standards of professionalism and academic excellence.
- Sensitivity and empathy.
- Excellent knowledge and focus on instructional leadership, student learning improvement, collaboration-based instructional culture development, and complex learners inclusion.
- Demonstrated ability to listen well and communicate effectively orally and in writing with discretion, tact, courtesy, and professionalism.
- Ability to build strong relationships with partners, staff, parents and the community.
- Ability to work effectively as part of a team and get along well with others.
- Ability to work independently with demonstrated initiative.

- Dependable and reliable.

**Required Education, and Experience:**

- Master's Degree or equivalent in a relevant field.
- Experience in senior leadership in a Learner setting.
- Experience working with First Nations peoples and the Post-Secondary Institutions, IAHLA, FNEESC Skills and Training organizations and School Districts is preferred.
- An understanding and appreciation of First Nations culture and history.
- 5-8 years' experience working in a related field
- Proposal writing and development
- Policy Development
- Curriculum development
- An understanding of Academic procedures

**Hours of Work:**

- Full-time, 35 hours per week. Regular hours are 8:00 am to 4:00 pm with a one hour lunch break.

**Other Requirements:**

- All employees are required to comply with all Personnel Policies including, but not limited to the Code of Conduct Policy, Health and Safety Policy, Workplace Relationship Policy, and Conflict of Interest Policy.

**Send your resume to:**

- Deborah Wilson-Green, Education Director: [eduadmin@bonaparte.band](mailto:eduadmin@bonaparte.band)

**Employee Signature:**

*I have read and agree with this job description*

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Employee Signature

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Date