



Memberton
WELCOMING THE WORLD!

EMPLOYMENT OPPORTUNITY

Job Title: Director (Full Time)
Department: Education
Reports To: Executive Director

The Director of Education will be responsible for developing, implementing and managing education programs for the Membertou Band's Educational Department. Functions will include ensuring that all alternative services are attended to in a meaningful and appropriate manner, ensuring the quality of education provided meets specified standards. The Director of Education will act as a community relations liaison, ensuring the appropriate implementation and ongoing success of the instructional programs and educational objectives of the Membertou Band and Learning Centre including preparing budgets, development and management of finances, conducting monitoring and testing programs to effectively measure and ensure the success of the Education department of Membertou.

Job Responsibilities:

Education Program Management Responsibilities

- Oversee Education Services, Post Secondary, Religious Education, Guidance, Daycare, Youth Centre, C@psite Transportation and Band Operated School.
- Develop AN Education Operational Plan ensuring the instructional and program priorities are put into consideration in the process.
- Oversee the Principal's implementation of the Education Curriculum as required, taught and assessed according to the prescribed guidelines in Nova Scotia.
- Monitor the principals' implementation of an effective program evaluation model.
- Identify and recommend a comprehensive plan for the implementation of any new program approved for the school.
- Establish special programs and supervise the successful implementation of the program
- Oversee and direct the implementation of all new educational programs.

Indigenous Rights and Education

- Advances student and staff education in Indigenous Rights, truths, responsibilities and reconciliation.
- Amplifies and enhances the presence of Indigenous voices.
- Addresses systemic barriers to support student success and the achievement of Indigenous students.

Resources and Capacity Management

- Provide input in the construction and maintenance of adequate educational facilities.
- Responsible for the hiring and assignment of certified staff and support staff to job roles as qualified.
- Act as community relations and liaison for Membertou Kinamatnokuom.
- Provide leadership in professional development and student services to certified personnel in the department of Education.

Financial and Administrative responsibilities

- Develop and oversee an effective administration structure within the Band's Educational Department. These areas include but are not limited to Transportation, Education Services, Post Secondary, Religious Education, Guidance, Daycare, Youth Centre, C@psite and Band Operated School.
- Develop and articulate to the Chief and Council a clear statement of educational philosophy for the community.
- Develop budgets and manage other financial expenditures for the department.
- Coordinate regular Staff meetings with employees to carry out the instructional program and educational objectives of the school.
- Under the direction of the Band Council negotiate with Provincial, Municipal and Aboriginal Government Organizations for the provision of funding for educational services and/or direct educational services.
- Recommends specific in-service training, conference attendance or other professional development opportunities for teaching staff.
- Provides leadership in and supports the development of procedures and professional development activities that ensure the maximum utilization of abilities by teaching and administrative staff.
- Supports and, when appropriate, are actively involved in opportunities for the professional development of all educational department employees.
- Review school operational plans, meet and consult with staff and students, and visit classrooms, giving emphasis to instructional and program matters.

- Maintains membership in appropriate professional associations, participates in the activities and work of such associations to further personal professional development to the benefit of self and the Education department.
- Keeps informed of current educational research and practices through advanced study/reading, visiting school systems elsewhere, and attending educational conferences.
- Monitors student progress through the organization of standardized testing principles and School testing procedures.
- Oversee the interpretation of the Education Policy Manual.
- Maintains relationships and consultations with personnel within the education department as necessary to ensure the accomplishment of the Mission, Vision, Values, and Goals and Objectives of the Chief and Council.
- The Director of Education prepares and presents reports as needed on all aspects of the educational programs within the Education department, including teacher effectiveness, student progress, educational practices, programs, and future instructional needs.
- Performs other related duties as assigned or requested by the Executive Director

Requirements:

- Master's degree in Education or related field from an accredited university.
- 10+ years of experience in education, with at least 5 years in a leadership or management role.
- Maintains status as a certified teacher in the Province of Nova Scotia with a Professional Number.
- Strong interpersonal, organizational, public relations and teamwork skills
- Strong understanding of legislative and regulatory requirements related to the education sector
- Excellent leadership and team management abilities
- Successful leadership experience applied within an educational setting
- Expertise in curriculum development, assessment and instruction
- Demonstrated leadership collaborating and relationship building with a variety of community stakeholders of diverse identities
- Deep understanding of youth culture and the principles of youth engagement
- High level of credibility among peers and within the education system
- Reputation for prioritizing continuous improvement
- Effective communication and interpersonal skills
- Good organizational, time management and prioritizing skills.

Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department
Attention: Priya Mural Shyla
 47 Autwen Ma'sl Awti
 Membertou, NS B1S-2P5

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday June 13th, 2025, at 4:30 PM AST.

Thank you for applying, however, only those selected for an interview will be contacted.

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.