



Membertou

WELCOMING THE WORLD!

EMPLOYMENT OPPORTUNITY

Job Title: Director of Education & Lifelong Learning (Full Time)
Department: Education-Senior Leadership
Reports To: Executive Director

About Membertou:

Membertou is a progressive and growing Mi'kmaw community rooted in culture, language, family, accountability, and community success. As one of the most recognized First Nation communities in Canada, Membertou continues to lead through innovation, education, economic development, and strong governance while remaining grounded in Mi'kmaw values and identity.

Education is central to Membertou's future. The Director of Education and Lifelong Learning will play a key role in strengthening the educational pathway for children, youth, students, families, and adult learners across the community.

Position Summary:

Membertou is seeking a strategic, community-minded, and experienced leader to serve as the Director of Education and Lifelong Learning. This is a senior leadership position responsible for the overall direction, coordination, and continued development of Membertou's education system and related learning supports.

This position extends well beyond the operation of the school. The Director will provide leadership across a broad education portfolio, including Membertou's band-operated school, daycare and early childhood education, youth programming, post-secondary funding and student support, counselling and wellness support, transportation, education services, and related community learning initiatives.

The Director will be responsible for developing a clear and integrated vision for education in Membertou, ensuring that programs and services are aligned, accountable, culturally grounded, and focused on student success from early childhood through post-secondary education and lifelong learning.

Key Responsibilities:

Strategic Education Leadership

- Develop and lead a multi-year education strategy for Membertou that reflects community priorities, Mi'kmaw identity, student achievement, wellness, and long-term success.
- Provide senior leadership across the full education portfolio, including the school, daycare, early childhood education, youth center, post-secondary support, counselling, transportation, and education services.
- Create an integrated education model that supports learners from early childhood through elementary, middle school, high school, post-secondary, employment pathways, and lifelong learning.
- Develop and articulate a clear education philosophy for Membertou that can guide decision-making, program development, staffing, student support, and community engagement.
- Provide regular reports to the Executive Director, Chief and Council, and other appropriate leadership tables regarding education priorities, outcomes, needs, risks, and progress.

School Leadership and Academic Excellence

- Work closely with the Principal and school leadership team to support strong teaching, learning, student achievement, and school operations.
- Support curriculum implementation, assessment practices, instructional planning, and inclusive education supports.
- Monitor school plans, student achievement data, attendance, behavioral trends, graduation pathways, and program effectiveness.
- Support professional development for teachers, educational assistants, support staff, and school-based leaders.

Early Childhood, Youth, and Student Supports

- Provide oversight and strategic support to daycare and early childhood education services.
- Strengthening transitions from early childhood programming into the school system.
- Provide leadership for youth programming and youth engagement initiatives.
- Oversee and strengthen counselling, student wellness, and school support services.

- Support students experiencing barriers related to attendance, mental health, disability, trauma, academic needs, social challenges, or transitions.

Post-Secondary Funding and Pathways

- Provide strategic oversight of post-secondary funding allocation, student supports, policies, reporting, and accountability.
- Support fair, transparent, and consistent post-secondary funding processes.
- Develop strategies to improve post-secondary participation, retention, completion, and transition into employment or further training.

Administration, Finance, and Team Leadership

- Develop, manage, and monitor departmental budgets across the education portfolio.
- Support the development, review, and implementation of education policies, procedures, operational plans, and reporting tools.
- Provide leadership to a diverse education team across multiple service areas.
- Work collaboratively with Human Resources on staffing structures, hiring, onboarding, performance development, and succession planning.
- Build strong and respectful relationships with students, families, staff, Elders, community members, Chief and Council, internal departments, and external partners.

Qualifications & Requirements

- A Master's degree in Education, Educational Leadership, Administration, Indigenous Education, or a related field.
- A minimum of ten years of experience in education, with at least five years in senior leadership, administrative, or management role.
- Certification as a teacher in Nova Scotia, or eligibility for certification, is strongly preferred.
- Demonstrated experience leading educational programs, staff teams, budgets, and strategic planning.
- Experience working with Indigenous communities, First Nation education systems, or culturally responsive education is strongly preferred.
- Strong communication, relationship-building, leadership, problem-solving, and decision-making skills.
- Up-to-date Child Abuse Registry and Criminal Records check.
- Fluency in Mi'kmaw is an asset.

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: Scott Thomas
 47 Autwen Ma'sl Awti
 Membertou, NS B1S-2P5

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

Applicants must submit:

- A cover letter outlining interest in the position, relevant leadership experience, and understanding of the scope of the role.
- A current CV or resume clearly identifying education, leadership experience, staff supervision, budget oversight, and relevant accomplishments.
- An Education Philosophy Statement of approximately two to three pages addressing Mi'kmaw identity, culture, language, student wellbeing, early childhood to post-secondary pathways, inclusive and trauma-informed practice, family and community engagement, and leadership accountability.
- One sample of professional work, such as a strategic plan, report, briefing note, policy document, program evaluation, or presentation, demonstrating writing, planning, and analytical ability.

DEADLINE FOR APPLICATIONS: Friday June 12th, 2026 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.